



AGENDA
RIO DELL CITY COUNCIL
CLOSED SESSION – 5:30 P.M.
REGULAR MEETING – 6:30 P.M.
TUESDAY, FEBRUARY 17, 2015
CITY COUNCIL CHAMBERS
675 WILDWOOD AVENUE, RIO DELL

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. Copies of this agenda, staff reports and other material available to the City Council are available at the City Clerk's office in City Hall, 675 Wildwood Avenue. Your City Government welcomes your interest and hopes you will attend and participate in Rio Dell City Council meetings often.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office of the City Clerk at (707) 764-3532. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

THE TYPE OF COUNCIL BUSINESS IS IDENTIFIED IMMEDIATELY AFTER EACH TITLE IN BOLD CAPITAL LETTERS

A. CALL TO ORDER

B. ROLL CALL

C. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION AS FOLLOWS:

- 1) 2015/0217.01 - **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Title: City Manager (Pursuant to Section 54957)

D. PUBLIC COMMENT REGARDING CLOSED SESSION

E. RECESS INTO CLOSED SESSION

F. RECONVENUE INTO OPEN SESSION – 6:30 P.M.

G. ORAL ANNOUNCEMENTS

H. PLEDGE OF ALLEGIANCE

I. CEREMONIAL MATTERS

- 1) 2015/20217.02 - Proclamation in Recognition of Engineer's Week

J. PUBLIC PRESENTATIONS

This time is for persons who wish to address the Council on any matter not on this agenda and over which the Council has jurisdiction. As such, a dialogue with the Council or staff is not intended. Items requiring Council action not listed on this agenda may be placed on the next regular agenda for consideration if the Council directs, unless a finding is made by at least 2/3rds of the Councilmembers present that the item came up after the agenda was posted and is of an urgency nature requiring immediate action. Please limit comments to a maximum of 3 minutes.

K. CONSENT CALENDAR

The Consent Calendar adopting the printed recommended Council action will be enacted with one vote. The Mayor will first ask the staff, the public, and the Council members if there is anyone who wishes to address any matter on the Consent Calendar. The matters removed from the Consent Calendar will be considered individually in the next section, "SPECIAL CALL ITEMS".

- 1) 2015/0217.03- Approve Minutes of the February 3, 2015 Regular Meeting (**ACTION**)
- 2) 2015/0217.04 - Approve Resolution No. 1253-2015 Restating Existing Wastewater Rates, Charges and Fees, Rescinding Resolution No. 1222-2014 (**ACTION**)
- 3) 2015/0217.05 - Authorize Staff to Submit Request for Proposals for Auditing Services for three years beginning with FY 2015-2016 (**ACTION**)
- 4) 2015/0217.06 - Employee Medical Insurance Benefits Update (**RECEIVE & FILE**)

L. SPECIAL PRESENTATIONS/STUDY SESSIONS

- 1) 2015/0217.07 - Project Status Report - City Engineer Jesse Willor, GHD on City's Active Transportation Plan and Other Projects (**DISCUSSION AND POSSIBLE ACTION**)

M. SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

- 1) "SPECIAL CALL ITEMS" from Consent Calendar
- 2) 2015/0217.08 - Appointment of Councilmember to serve as Alternate on the Nuisance Hearing Committee and a Public Member on the Committee (**ACTION**)
- 3) 2015/0217.09 - Approve Community Development Block Grant (CDBG) Homebuyer and Housing Rehabilitation Guidelines (**ACTION**)

- 4) 2015/0217.10 - Review and Approval of Agenda for February 24, 2015 Economic Development Workshop (**ACTION**)

N. ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

- 1) 2015/0217.11 Second Reading (by title only) and Adoption of Ordinance No. 333-2015 Amending Chapter 2.55, Commissions, Committees, Boards, Agencies and Task Forces, and Section 10.05.100, Traffic Committee of the Rio Dell Municipal Code (RDMC) (**ACTION**)
- 2) 2015/0217.12 - Second Reading (by title only) and Adoption of Ordinance No. 334-2015 Amending Section 17.30.050, Animals and Animal Shelters of the Rio Dell Municipal Code to reduce the minimum parcel size for the keeping of Small Domestic Animals, establish a Young Domestic Animal Substitution Schedule, establish Animal Shelter Setbacks and establish Maintenance and Operation Standards in Residential Zones (**ACTION**)

O. REPORTS/STAFF COMMUNICATIONS

1. City Manager
2. Chief of Police
3. Finance Director - **Check Register for January, 2015**
4. Community Development Director

P. COUNCIL REPORTS/COMMUNICATIONS

Q. ADJOURNMENT

*A Study Session on Economic Development will be held on
February 24, 2015 at 3:30 p.m. in City Hall Council Chambers
and
The next regular meeting will be on March 3, 2015
at 6:30 p.m. in City Hall Council Chambers*

*675 Wildwood Avenue
Rio Dell, CA 95562*



STAFF REPORT

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Karen Dunham, City Clerk

DATE: February 17, 2015

SUBJECT: **Proclamation in Recognition of Engineer's Week**

RECOMMENDATION

Read and present the Proclamation in recognition of Engineer's Week February 22-28, 2015.

BACKGROUND AND DISCUSSION

Nathan Stevens, Secretary of the North Coast Branch ASCE will be present at the meeting to accept the Proclamation.

ATTACHMENTS: Proclamation

**PROCLAMATION OF ENGINEER'S WEEK
FEBRUARY 22nd through 28th, 2015**

WHEREAS, America's Engineers transform ideas into reality, solving problems using science and technology to produce services and systems to better serve the needs of society; and,

WHEREAS, Engineers serving the City of Rio Dell, the State and the Country, work to design and construct the following types of projects:

- | | |
|--------------------|------------------------------|
| ▪ Airports | ▪ Bridges |
| ▪ Roads | ▪ Buildings |
| ▪ Railroads | ▪ Water Systems |
| ▪ Harbors | ▪ Flood Control Facilities |
| ▪ Parks | ▪ Wastewater Treatment |
| ▪ Subdivisions | ▪ Seismic Safety Projects |
| ▪ Surveys | ▪ Environmental Enhancements |
| ▪ Tidal Inundation | |

WHEREAS, Engineers strive for quality, economy and the betterment of life of our community; and,

WHEREAS, throughout the Nation the week of February 22nd through the 28th 2015 is being recognized as National Engineer's Week, coinciding with George Washington's birthday, our nation's first engineer.

NOW, THEREFORE, BE IT RESOLVED that the City of Rio Dell in recognition of the contribution of Engineers to society and in an effort to promote the interest of the youth in the community in math, science and engineering, does hereby declare the week of February 22nd, 2015 as Engineer's Week in the City of Rio Dell.

Date

Frank Wilson, Mayor

**RIO DELL CITY COUNCIL
CLOSED SESSION
REGULAR MEETING
FEBRUARY 3, 2015
MINUTES**

The closed session/regular meeting of the Rio Dell City Council was called to order at 6:00 p.m. by Mayor Wilson

ROLL CALL: Present: Mayor Wilson, Councilmembers Garnes, Johnson, Marks and Thompson

Others Present: (closed session) City Manager Knopp and City Attorney Gans

(regular meeting) City Manager Knopp, Finance Director Woodcox, Chief of Police Hill and Senior Fiscal Assistant Townsend (filling in for City Clerk Dunham)

Absent: City Clerk Dunham, Community Development Director Caldwell, Water/Roadways Superintendent Jensen and Wastewater Superintendent Chicora (excused)

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

Public Employee Performance Evaluation

Title: City Manager

PUBLIC COMMENT REGARDING CLOSED SESSION

There were no members of the public in attendance to comment.

The Council recessed into closed session at 6:00 p.m. to discuss the above matter.

The Council reconvened into open session at 6:30 p.m. Mayor Wilson announced there was no reportable action taken in closed session.

City Attorney Gans left at this time.

PUBLIC PRESENTATIONS

Nick Angeloff announced that he recently attended the Northern California Economic Forecast Conference regarding rural communities and global trade. He talked about exportation of local agricultural products.

CONSENT CALENDAR

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Councilmember Marks asked that Item 2 be removed from the consent calendar for separate discussion.

Melissa Marks, as a member of the public, asked that Item 3 be removed from the consent calendar for separate discussion.

Motion was made by Thompson/Johnson to approve the consent calendar including the minutes of the January 20, 2015 regular meeting. Motion carried 5-0.

SPECIAL PRESENTATIONS/STUDY SESSIONS

Study Session – 2015 City Manager Work Plan

City Manager Knopp addressed each line item from 1-17 and gave a brief overview of his assessment of each situation and possible course of action.

City Manager Knopp also stated that this Project List was inherited from the prior City Manager and is very specific. He identified his top priorities for the remainder of the fiscal year in general as: 1) Water Related Issues (including the water rate structure; funding for capital improvements and the drought); 2) Economic Development; and 3) Budget and General Administration of the City.

Councilmember Johnson commented that his priorities are very close to the City Manager's list. He also referred to Item 12, (Property Exchange with the School District), and asked if the property line was ever surveyed.

City Manager Knopp said the process is moving forward and said he recently met with the surveyor and is still working things out to make sure the correct property line is identified and also to make sure the school is on board with everything.

Councilmember Thompson said increasing the City's tax base is extremely important and to him Item 4 (Economic Development) seems to be extra priority and would like to see it moved to the top of the list. Mayor Wilson and Councilmember Marks agreed that economic development is an important issue.

Councilmember Garnes agreed on the importance of economic development and commented that the ADA ramp at City Hall is something that really needs to be addressed because it leaves the City with potential liability.

Mayor Wilson stated that what he would like to see developed is a short and long term economic development plan with involvement of the community and Chamber of Commerce to determine what kind of economic development is wanted whether it be retail, tourism or something else. He said one idea might be to establish an internal committee to keep it in the forefront. He said the budget doesn't necessarily have to be at the top of the list but he would like to see the FY

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2015-2016 Draft Budget earlier this year to see where things are financially. He noted that Measure U will help solve some of the budget problems although there are a lot of different opinions of how that money should be used. He agreed with Councilmember Garnes on the importance of addressing the ADA ramp.

Mayor Wilson called for public comment.

Melissa Marks stated that she likes the idea of developing avenues of income but also thinks that it ties into Item #13 (Bellevue/Ogle Drainage Study) and said as the Council is aware, there has already been money spent on that project in order to qualify for potential grants so that project needs to continue. She then referred to Item #14 regarding the selection of a site for the EV charging station and said the Council voted and approved moving the site from City Hall to the Downtown Parking Lot. She said if the charging station was located at City Hall, travelers would probably not walk around downtown.

Councilmember Thompson recalled the Council approving the site at the downtown parking lot at the time the study was done with the understanding that the Council would have an opportunity to take a closer look at it before installation of the charging station components.

Mayor Wilson suggested the city clerk review the minutes where the matter was discussed and report back on the action of the Council.

City Manager Knopp stated that the project partners, Redwood Coast Energy Authority (RCEA) were not aware the final decision was made regarding the site for the EV charging station.

Nick Angeloff commented that economic development is critical but if the City can't provide water service there won't be any economy to develop. He said having the charging station at the City parking lot downtown will bring a lot of people into town.

Councilmember Johnson commented that as the City Manager indicated, the top 6 items on the list basically carry the same weight as far as priority so they can be moved around if necessary.

Councilmember Garnes questioned the plans for a study session on Economic Development.

Mayor Wilson commented that the subject of Economic Development will require multiple meetings and input from the community. He said the Council may also want to talk with the Planning Commission regarding zoning. He noted that some of the commercial zoning is scattered throughout the City which may need to be redefined to attract more business.

Council discussed potential dates for a study session and the importance of getting the word out to the community; preferable in conjunction with the next City newsletter.

City Manager Knopp was uncertain of the date for the mailing of the next newsletter.

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Nick Angeloff volunteered to help get word out to the community and encourage people to attend.

A study session on Economic Development was scheduled for February 24, 2015 at 3:30 p.m.

Motion was made by Thompson/Johnson to approve the 2015 City Manager Work Plan as presented. Motion carried 5-0.

General Fund Diagnostic and Mid-Year Budget Review

City Manager Knopp provided a power point presentation on *How Are We Doing?* an evaluation of the City's Financial Health using the California Municipal Financial Health Diagnostic provided by the League of California Cities and Institute of Local Government. He explained as a result of the recession, many cities throughout California have experienced financial duress; some of which have even filed bankruptcy. He said the Financial Health Diagnostic serves as a tool for cities from the size of Los Angeles to Rio Dell to use to analyze overall financial health. He said the hope is that it becomes a regular tool that staff will adopt and use on an annual basis. He stated the overall purpose is to assess the City's solvency by taking a good look at the financial condition of the City. He pointed out that the simplified findings, specific to just the General Fund are correct and describes the City's basic financial condition.

City Manager Knopp went on to say that solvency comes in various forms: 1) cash solvency which is the ability to meet immediate financial obligations generally over the next 30 or 60 days such as accounts payable and payroll; 2) budgetary solvency which is the ability to meet all financial obligations during a budget year; 3) long-run solvency which is the ability to meet all financial obligations into the future; and 4) service-level solvency which is the ability to provide the desired level of services for the general health and welfare of the community.

He said with regard to cash solvency, the City is able to meet immediate financial obligations so that is not an issue; but with regard to budgetary solvency the situation is a little bit different in that the City's 2014-2015 budget was passed with \$145,000 coming from the City's reserves in order to provide the same level of services. He noted that this is obviously not a good way to operate and is not a long-term sustainable solution which gets to the next form of solvency which is long-run solvency. He said in this regard, there is growing concern about the next 10-30 years and the need to increase the City's tax base. He said service-level solvency in terms of whether the City provides adequate level of services to the community, he is aware that it has been a mission of the City Council to provide 24-hour police coverage. He said while we currently come close to that, to provide full 24-hour coverage will require additional resources. He explained that there is no ceiling or exact line when it comes to service-level solvency and it's basically whether the citizens are satisfied with the current level of services.

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City Manager Knopp continued with review of the five (5) *Warning Signs of a Crisis* such as failure to pay creditors within 90 days; failure to forward payroll withholdings 30 days past the due date; failure to make required pension contributions on time; missing payroll for 7 days or more; or having a negative General Fund available unrestricted balance at the end of the current fiscal year. He was happy to report that the City possesses none of those warning signs.

He then provided a summary of *Financial Health Indicators* and corresponding ratings for thirteen different items.

He pointed out that while there are some challenges for the City, there are certain advantages and purely from a fiscal standpoint probably the largest issue is not having defined benefits such as retirement. He said for that to occur; restructuring, downsizing and lowering services is really the only option.

He said he would like to bring the exercise back during the FY 2015-2016 budget process to see if any of the ratings change.

Councilmember Johnson commented that the Financial Health Diagnostic is a great tool and a great exercise to go through and feels the City will not only benefit from it now but years down the road.

Finance Director Woodcox then provided a power point presentation on the Mid-Year Budget Review beginning with an outline of Mid-year Expenditures by Department; Year-end Projections; City-wide Expenditure Report; Breakdown by Department; Effect on the General Fund by Department; and Overall General Fund Year-End Projections.

Mid-year expenditures by department were reviewed with 52% of the citywide budget remaining at the end of December 31, 2014 with total year-end projections reported at 4% savings.

Finance Director Woodcox then provided a breakdown of each departmental budget showing remaining appropriations as:

• City Manager	-	62%
• Finance	-	48%
• Police	-	44%
• Public Works	-	55%
• Planning	-	57%
• Building	-	46%
• Recycling/Solid Waste	-	13%
• City Council	-	50%

She provided a summary of some of the budget highlights and explained in the Finance Department a \$28,000 budget amendment was required to continue funding a position within the

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Finance department that expired January 31, 2015. She said there have been many newly implemented processes including credit card payments, an electronic filing system (DocStar), a purchase order system, budget monitoring, continual management of the City's sewer billing, as well as providing administrative assistance to the Police Department 1 day per week. She noted that the loss of that position would limit the ability of the Finance Department to handle the increased workload.

She pointed out there was an error in the staff report indicating there would be no transfer of reserves however; \$6,414 is required to come out of the sewer reserve fund for the extension of the Accountant I position since that contingency was depleted.

She reported with the Police Department having expended 56% of appropriations at midyear, it is projected they will go over budget by approximately \$52,983 largely due to under budgeted health care benefits as well as vacation accrual cash-outs that were not budgeted. She noted that cash-out of accrued vacation is allowed under employee contracts and remains available this year to some Police Department personnel.

Finance Director Woodcox then pointed out that with regard to the Buildings and Grounds Department, the reason for the projected budget deficit at year- end of \$7,391 is because 62% of that department is funded by the General Fund so a portion of that deficit will come out of the General Fund.

She further reported that with the Building Department having 46% remaining appropriations it looks like approximately \$5,000 will contribute to a negative fund balance. She stated that this is something that can be transferred to the General Fund but with the upcoming budget probably won't because you can't adopt a new budget with a beginning negative fund balance.

It was noted that the projected budget deficit in Solid Waste of \$1,840 was the result of additional \$2,000 in pass-thru funds to Humboldt Waste Management Authority (HWMA) that were not budgeted.

Finance Director Woodcox then explained the reason for the 4% deficit in Sewer Operations as projected is because Building and Grounds is part of the Public Works Department and a portion comes out of the water and sewer but the way it is set up the accounting system does not allow the expenditures for Building and Grounds to be extracted from the Public Works Department. She said with the next budget, staff will be creating a separate Building and Grounds Department so those expenses won't be buried within the Public Works Department.

Mayor Wilson asked if the projected deficit of \$17,006 in Sewer Operations is because of the Building and Grounds Department.

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Finance Director Woodcox explained that it is part of the reason although staff knows what the budgeted amount is as she mentioned before, it can't be extracted out of Sewer Operations so technically part of the Building and Grounds budget is absorbed in the Sewer and Water Funds. She said when payroll is processed it hits the Water and Sewer funds and because the Building and Grounds is tied to Public Works (Department 09) the costs get buried in those funds. She said when payroll is processed it hits a portion of General Fund, a small portion of the Building Fund, and the Water and Sewer Funds. The amounts that hit the Water and Sewer Funds related to Building and Grounds get buried in those funds because they are under the same account number and Department 09 for Public Works. She said they are able to extract costs out of the General Fund and Building Fund because they have separate account numbers which is why staff will be proposing the establishment of a new account number with implementation of the next budget.

Finance Director Woodcox then reviewed the *Budget Effect on the General Fund by Each Department* and reported the overall effect of all departments reflect a deficit effect to the General Fund of approximately \$25,000.

She also pointed out the \$465.00 deficit in the City Council department is directly tied to the Rio Dell Fire Department and Library's water and sewer costs because they were a little underestimated and that those charges come directly out of the General Fund.

Related to the *General Fund Year-End Outlook*, staff is projecting a \$25,000 General Fund deficit which includes the approximate \$13,000 savings in health insurance costs.

In looking at the Contingency line item in the General Fund, staff reported the budget includes a \$42,000 Contingency line item and if nothing else comes out of that contingency, there will be \$31,000 remaining which represents a positive effect to the General Fund of \$6,000. Also, revenue from Measure U is estimated at \$40,000 so total savings in the General Fund at year-end is estimated at \$46,000. As such, the estimated year-end deficit was projected to be reduced from \$145,000 down to approximately \$99,000.

Finance Director Woodcox pointed out that the numbers are merely projections and are subject to change.

To wrap up the presentation she reviewed the list of items presented and asked if there were any questions of the Council.

Councilmember Johnson asked if it is fair to say that the Building deficit is due primarily to the DANCO project not commencing this year and also fair to assume that building permit revenue was down.

Finance Director Woodcox stated the Building Fund budget was largely built on anticipated revenues related to the DANCO Project but surprisingly the building permit revenue was not

down from the prior year.

Mayor Wilson called for comments or questions from the public on the Mid-Year Budget Report.

Melissa Marks addressed the Council regarding the payout of vacation hours in the Police Department and said one thing the Council needs to take into consideration is if the accrued vacation is paid out at the hourly rate in which it was earned as opposed to the current rate of pay there would be a significant savings to the City. She said she always felt that any unused vacation hours not taken at the end of the fiscal year should be paid out, and at the rate in which they were earned.

Councilmember Johnson expressed concern that officers may be losing money for basically being good public servants and said the Council should address any policy decision that takes money away from them. Mayor Wilson agreed.

City Manager Knopp commented that it is a contract issue that will come up during contract negotiations.

SPECIAL CALL ITEMS FROM CONSENT CALENDAR

Approve Resolution No. 1252-2015 Affirming a Change in City Provided Health Care Benefit
Councilmember Marks stated that he asked that this item be removed from the consent calendar because he feels it lacks information. He said that he was looking for more of a description regarding the plan and how the change in health care benefits was determined.

City Manager Knopp provided Council with a memo regarding *Employee Medical Insurance Benefits* with a *Medical Benefit Comparison* attached and stated he will place it on the next agenda for the benefit of the public. He also reiterated that the employees were all protected under contract from receiving a decrease in health care benefits which is a rock-solid contractual agreement approved by the City Council and had no obligation to essentially concede to the benefit level that was provided to them. He noted that he had been in discussion with employees since November or December regarding the change in the level of benefits including discussion about the City's current financial situation and employees were able to come together and agree to a consensus on a more affordable plan. He noted that a huge amount of credit needs to go to not only the 2 bargaining groups but the contract employees as well for basically giving up benefits they were not required to give up. He said it speaks volumes about the commitment of the employees and that they are looking at the City's overall financial situation. He said this is in light of the passage of Measure U and an increase in revenue for the City down the road. He said this is also a good positive sign on behalf of the employees and on their behalf he hopes that the Council keeps this in mind when it comes to contract negotiations in June.

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City Manager Knopp stated as a word of caution that being a small city with a small number of employees the insurance costs can still shift significantly with changes in personnel or changes in dependent coverage.

Motion was made by Garnes/Johnson to approve Resolution No. 1252-2015 *Affirming Change of City Provided Health Care Benefits*. Motion carried 5-0.

Approve Resolution No. 1253-2015 Restating Existing Wastewater Rates, Charges and Fees, Rescinding Resolution No. 1222-2014

Melissa Marks requested this item be removed from the consent calendar for separate discussion and addressed the Council. She asked for clarification on whether the sewer connection fees are subject to the same annual CPI adjustment as the sewer rates.

Finance Director Woodcox stated that it was her understanding that the annual rate adjustment only applies to monthly sewer charges and offered to verify the information and bring it back at the next meeting.

City Manager Knopp commented that the delay in approving the resolution may cause a delay in bringing forward the master fee schedule for adoption.

Consensus of the Council was that the item be continued to the February 17, 2015 regular meeting.

SPECIAL CALL ITEMS/COMMUNITY AFFAIRS

Appointments to Nuisance Committee and Nuisance Hearing Committee

City Manager Knopp provided a staff report and said at the January 6, 2015 regular meeting, the Council approved the appointments of representatives to the external organizations and advisory boards in addition to the various internal committees. As an oversight, no alternate was appointed to the Nuisance Committee. In addition, the Nuisance 'Hearing' Committee was not included on the list of internal committees so no alternate was appointed to that committee as well. He noted that the same 2 councilmembers (Johnson and Marks) currently serve on both committees and provided there are no objections from the Council; staff is recommending the same councilmembers continue to serve on both committees. The recommended action is to approve the appointment of an alternate to serve on both committees.

Mayor Wilson questioned the purpose of the Nuisance Hearing Committee.

Councilmember Garnes expressed concern that the people issuing the citation should not be the same people hearing the appeal and felt the members of the Nuisance Hearing Committee should be completely different from the members on the Nuisance Committee.

Mayor Wilson agreed.

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Councilmember Thompson stated that the final appeal comes before the City Council.

The consensus of the Council was to continue the item to the February 17, 2015 regular meeting.

ORDINANCES/SPECIAL RESOLUTIONS/PUBLIC HEARINGS

Adopt Resolution No. 1254-2015 Amending the Operating Budget for FY 2015-2015

Finance Director Woodcox provided a staff report and stated for clarification that there was an error in the resolution as submitted as it did not include the \$6,414.00 from the Contingency Fund to Sewer Operations or the \$4,838 from the Sewer Reserve Fund to Sewer Operations as previously discussed. She said she was not certain whether the Council can approve a resolution with an error and since the City Clerk was not present to advise staff the item may need to be continued to the next regular meeting.

She expressed concern with delaying action until the next meeting since there is a staff person working in a position that is not allocated. She recommended the Mayor call for a brief recess to allow her to make the correction on the resolution so the Council could take action.

Mayor Wilson called for a brief recess.

The meeting reconvened after a 7 minute recess.

Finance Director Woodcox reviewed the corrections to the resolution and said the budget amendment will extend the position in the Finance Department from February 1, 2015 to June 30, 2015.

Councilmember Johnson asked if the \$4,838 from the Sewer Fund was a loan.

Finance Director Woodcox explained that it is basically a draw from the Sewer Reserves and as she mentioned in her budget report the sewer funds (and sewer rates) are set up to meet certain dollar amounts by year-end. She said because of the various calculations in the accounting software there will need to be some transfers within the sewer funds to make everything balance to meet the sewer debt service payments as well as the sewer operations budget. She added that although this adjustment negatively affects the sewer operations fund, at year-end all of those funds will meet their targets.

Councilmember Johnson commented that the logic will be that the pro-rated amount to keep that position will come from the Sewer Fund.

Finance Director Woodcox said it will and noted that the contingency line item of \$6,414 was already included in the budget but that line item has been expended with the \$6,414 and that's the amount remaining in that line item.

Mayor Wilson asked for clarification whether all of the transfers included in the resolution are related to continuing the position.

Finance Director Woodcox explained that all of the contingency line items are already included in the 2014-2015 adopted budget except for the \$4,838 from the Sewer Fund.

Mayor Wilson then asked what the reason is for continuing the position.

Finance Director Woodcox reiterated that over the past 6 months, the Finance Department has been extremely busy developing and implementing new processes including the credit card system. She said credit card payments are now accepted at the front counter as well as online and noted the online payments have to be pulled from the website and entered into the computer as well as require additional banking steps. Also, staff has implemented a new purchase order system which includes budget monitoring which takes additional staff time. In addition to regular finance department responsibilities, this staff person is tasked with entering documents into DocStar. She said another reason is that 1 of her front office staff works in the Police Department 8 hours a week.

Mayor Wilson asked if staff anticipated all of the records to be entered into DocStar by the end of June and if Councilmembers will have access to DocStar.

Finance Director Woodcox said staff was making great progress until they started implementing the purchase order system which is taking more time than she realized it would. She said once those processes are more streamlined, staff will be able to get back to entering documents into DocStar. She pointed out that it will take a long time to enter everything that is in storage and just entering daily records takes up a good amount of time. She said Councilmembers are welcome to utilize DocStar at any time.

Mayor Wilson called for comments from the public related to the budget amendments.

Nick Angeloff stated that he wholeheartedly supports having the extra staff person and said when he comes into City Hall it is always a wonderful experience and has never had an issue with the staff not providing great service. He asked if the salary was projected in the budget for the second half of the year.

Finance Director Woodcox said it wasn't and is the reason for the budget amendment.

Motion was made by Johnson/Thompson to approve Resolution 1254-2015 *Amending the Operating Budget for the FY 2014-2015* as corrected. Motion carried 5-0.

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Second Reading (by title only) and Adoption of Ordinance No. 332-2015 Amending Section 13.10.240 and Adding Section 1310.241 to the Rio Dell Municipal Code (RDMC) Related to Delinquent Sewer Accounts

Finance Director Woodcox provided a staff report and said staff is recommending the adoption of Ordinance No. 332-2015 amending the Rio Dell Municipal Code (RDMC) related to collection of delinquent sewer accounts. She explained what has been happening with the new sewer rate structure is that several of the sewer customers that don't also have water service (as many as 20) are letting those bills go unpaid and the City doesn't have any leverage to collect on these accounts as they become past due. She said the amended language will allow past due sewer accounts and prospective amounts to be turned over to the County Assessor to place as a lien against the property and collected with municipal taxes. She noted that the amendment will allow collection of sewer charges 12 months in advance in addition to past due charges and will also make it possible to collect on accounts when there is a change in ownership as the lien amounts will be prorated to the responsible party prior to the sale of the property.

Councilmember Johnson asked the dollar amount of the delinquent accounts.

Finance Director Woodcox estimated total delinquent sewer account to be in the range of \$4,000-\$5,000 to date.

A public hearing was opened to receive public comment on the ordinance. There being no public comment, the public hearing closed.

Motion was made by Johnson/Marks to conduct second reading (by title only) and adopt *Ordinance No. 332-2015 Amending Section 13.10.240 and Adding Section 1310.241 to the Rio Dell Municipal Code (RDMC) Related to Delinquent Sewer Accounts*. Motion carried 4-1.

Introduction and First Reading (by title only) of Ordinance No. 333-2015 Amending Chapter 2.55, Commissions, Committees, Boards, Agencies and Task Forces, and Section 10.05.100, Traffic Committee of the Rio Dell Municipal Code (RDMC)

City Manager Knopp provided a staff report and explained this ordinance amendment relates to Title 2, *Administration and Personnel* of the Rio Dell Municipal Code (RDMC). He said upon the recent establishment of the Nuisance Committee, staff discovered that the Nuisance Committee was not identified as one of the committees in Chapter 2.55 of the RDMC. In addition to that omission, staff discovered other inconsistencies and omissions including reference to the CDBG Committee under Section 2.55.010; inconsistent provisions of the Traffic Committee found in Chapter 10.5; the Nuisance Hearing Committee not identified; the Wildwood Avenue Sculpture Committee not identified; and that the CDBG provisions are not consistent with the City's adopted guidelines.

He said as such, staff is recommending Chapter 2.55 be amended to accurately reflect the composition and responsibilities of the various commissions, committees, boards, agencies and

task forces.

City Manager Knopp also noted that there are some grammatical errors in the draft ordinance which will be corrected by staff when it comes back to the Council for its second reading and adoption.

A public hearing was opened to receive public comment on the proposed ordinance. There being no public comment, the public hearing closed.

Motion was made by Garnes/Marks to introduce and conduct first reading (by title only) of Ordinance No. 333-2015 *Amending Chapter 2.55, Commissions, Committees, Boards, Agencies and Task Forces, and Section 10.05.100, Traffic Committee, of the Rio Dell Municipal Code(RDMC)* and continue consideration, approval and adoption of the Ordinance to the meeting of February 17, 2015. Motion carried 5-0.

Introduction and First Reading (by title only) of Ordinance No. 334-2015 Amending Section 17.30.050, Parcel size for the keeping of Small Domestic Animals, establish a Young Domestic Animal Substitution Schedule, establish Animal Shelter Setbacks and establish Maintenance and Operation Standards in Residential Zones

City Manager Knopp provided a staff report and stated that staff has been contacted on a number of occasions regarding animal shelter/enclosure setbacks from property lines and residences and typically the inquiries are related to complaints. Section 17.30.050 of the RDMC entitled *Animals and Animal Shelters* doesn't contain any provisions regarding animal shelters.

He said in reviewing Ordinance No. 252-2004, staff discovered an error in the required parcel size for small animals, including rabbits and poultry. He noted that the required minimum parcel size is actually 10,000 square feet and not 15,000 square feet as identified in the RDMC.

He further reported that the proposed amendment was presented to the Planning Commission at their meeting on January 22, 2015 and after a fairly lengthy discussion, the Planning Commission recommended the minimum parcel size for small animals be reduced from 10,000 square feet to 5,000 square feet. Also recommended was that the maximum number of small animals on parcels less than 10,000 square feet as five (5), and the existing language for parcels larger than 10,000 square feet remain unchanged at 10 small animals and one additional animal for each additional 500 square feet.

Staff also discovered that the City does not have provisions related to the substitution of younger animals, maintenance of animal shelters or enclosures and the killing and dressing of large or medium domestic animals. As such, staff recommended to the Planning Commission that these provisions be established along with animal shelter/enclosure setbacks from property lines and residences.

City Manager Knopp then reviewed staff recommendations.

FEBRUARY 3, 2015 MINUTES

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Councilmember Johnson pointed out that he lives in an Urban Residential zone with 3 acres and because of the size of his parcel, if he lived in another zone he would be allowed to have 5 large domestic animals or 14 medium domestic which he said seems like a lot; more like a farm.

He then referred to Section 17.30.050(6)(d) regarding *Killing and Dressing of Large or Medium Domestic Animals*, and noted that it is prohibited in the 3 residential zones but allowed in all other areas. He said the killing and dressing of small domestic animals shall not be visible from a public street or right-of-way and pointed out that the killing and dressing in non-residential areas could be visible to the public as it is not precluded.

Councilmember Thompson stated that in reviewing Section 17.30.050(4), the *Animal Enclosure Setback Table*, it addresses setbacks from the front and side lot lines but there are no provisions for animal setbacks from fences. He said he thinks there should be setbacks from fences established, perhaps 8 feet from the sidewalk, to protect the public against vicious dogs.

Councilmember Garnes questioned whether a provision like that would even be enforceable.

Councilmember Thompson recommended moving forward at this time with the recommended action and continuing the item to the February 17, 2015 meeting for the second reading and adoption with any necessary revisions so that Community Director Caldwell can be present to answer questions.

A public hearing was opened to receive public comment on the proposed Ordinance.

Melissa Marks expressed support of reducing the minimum lot size from 10,000 square feet to 5,000 square feet for small domestic animals but noted that one of the bigger things for the Council to consider is "zero waste" since that mandate will eventually be coming to the City. She pointed out that chickens are known to contribute to a large amount of waste that goes to landfills. She also stated that she believes this amendment just addresses animal enclosures; not fences and said perhaps the Chief of Police can address nuisance provisions related to vicious or dangerous dogs related to Councilmember Thompson's concerns.

Chief Hill said if someone could make the argument that a dog presented a physical danger then they may have a case

Nick Angeloff addressed the issue on behalf of the Planning Commission and stated that this matter has more to do with farm animals rather than dogs. He said the reason the Commission recommended reducing the minimum parcel size for small domestic animals from 10,000 square feet to 5,000 square feet is because there are a lot of smaller parcels in the City and they didn't want to preclude those parcels. Also in looking at residential zones, they were trying to make the ordinance consistent with other provisions of the RDMC. With regard to slaughtering of animals, people want to be able to raise their own animals for meat but on the other hand, no one

wants kids to be traumatized by witnessing animals being slaughtered which is why they recommended restricting it to rear yards. He noted that another thing the Commission talked about with regard to slaughtering of large animals are the businesses that come and do the slaughtering onsite in a truck.

There being no further public comment, the public hearing closed.

Motion was made by Marks/Garnes to introduce and conduct first reading (by title only) of *Ordinance No. 334-2015 Amending Section 1730.050, Animals and Animal Shelters of the Rio Dell Municipal Code to reduce the minimum parcel size for the keeping of Small Domestic Animals, establish a Young Domestic Animal Substitution Schedule, establish Animal Shelter Setbacks and establish Maintenance and Operations Standards in Residential Zones* and to continue the second reading, consideration and adoption of the proposed Ordinance to the meeting of February 17, 2015. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

Annual Police Report for 2014

Chief of Police Hill provided a general overview of the Annual Police Report including Personnel; Training; Animal Control; and Statistics for 2014 including Incident Reports and Calls for Service.

He noted the average hours of patrol coverage per day with the 5 full-time officers including him is actually 19 hours as opposed to 18 as stated in the report. He stated that they have been getting a lot of "cold calls" (crimes occurring while officers are off duty) so shift schedules were altered to increase patrol coverage to address early morning crimes. He reported that they did not meet their training goals for the year, primarily due staffing issues; the current fleet includes 6 vehicles equipped for patrol which includes 2 new Ford Utility vehicles purchased during the year; the Crown Victoria will be disposed of as surplus in the next month or so; said Hilda Talavera from the Finance Department has been assisting in the department 8 hours/week and her help has been invaluable; they were not able to facilitate many specialized programs last year but this year will be looking more closely in attempt to get some started; Neighborhood Watch meeting is scheduled for February 26, 2015 and hopefully they will get people to come in and participate; will be working more closely with Fortuna Police Department on certain issues and sharing information for the benefit of booth agencies; and said they were very busy with Animal Control and will be looking at ways to perhaps hold dogs a little longer to reduce some of the fees with the City of Fortuna.

Councilmember Johnson asked if the costs for handling animals can be passed on to the owner and said it seems it would be a good practice to implement such fees with adoption of the Master Fee Schedule.

Chief Hill said they can be but with the tiered system in place it could be costly to the owner and often times the owner is not identified.

Chief Hill then provided a review of the Police Statistics for the year and noted that the annual calls for service shown as 2,800 is not related to the number of dispatch calls but represents everything an officer does on duty that has to be documented.

Councilmember Johnson referred to the 36 arrests for driving on a suspended or revoked license and asked if they experience repeat offenders. He also asked if the Department participates in any special programs for grade school children, perhaps in coordination with the Fire Department.

Chief Hill indicated that many arrests are with repeat offenders and that in 2014 they were not able to coordinate any special programs for kids although have in the past; independent from the Fire Department. He said that is something they will be addressing this year.

City Manager Knopp reported on recent activities and events and reported that he attended the monthly City Manager's meeting and topics of discussion included the State's Budget which appears to be getting better including surplus. He said the Governor is potentially interested in converting some of that surplus over to transportation funding and its possible there will be transportation for local government partly because Gas Tax revenues are down due the decrease in gas prices. Also, the Governor may be re-introducing some tax increment financing or other financing tools for local government to invest in economic development.

He also reported there was a lot of discussion regarding medical marijuana and effects of potential legalization in 2016. He commented there is a lot more conjecture than fact at this point. He said one of the things he will be looking into over the next couple of days is a grant opportunity related to reduction of carbon gas emissions and said the application deadline is February 18th but may be able to put in a competitive application.

He then reported that he received an email from the weather service regarding a storm heading this way with 5 inches of rain predicted. He said staff once again will be putting sand bags in the back parking lot of City Hall for residents to utilize.

Finance Director Woodcox reported on recent activities and events in the finance department and said next week she will be attending CDBG training in Sacramento along with Joanne Farley and that they will also me meeting with the CDBG representative. She said the following week she

and Joanne will be attending the Annual California State Municipal Finance Officers (CSFMO) Conference in Monterey.

COUNCIL REPORTS/COMMUNICATIONS

Councilmember Thompson reported on Humboldt Waste Management Authority (HWMA) and said he attended a meeting on January 30th that resulted in a 5 hour briefing for new members since all of the board members are new except one.

Councilmember Johnson reported he attended the LAFCo meeting and said the Humboldt Community Services District has asked for a Sphere of Influence increase by 6,000 acres which is tremendous. He said the request is driven by the need for services, either water or sewer. He also reported that he attended a California Water Law and Regulations workshop in Sacramento last week. He said one of the things he got out of it was the laws pertaining to water curtailment put into effect last year, are due to expire in April and depending on what the weather does, he would expect those laws will continue.

Councilmember Marks reported he attended a Redwood Coast Energy Authority (RCEA) meeting where they basically provided a review of all of their programs for new board members.

Mayor Wilson reported on his attendance at the Redwood Region Economic Development Commission (RREDC) meeting last month and said there was a presentation on the proper usage and terms and learned that "marijuana" is a racist term; the correct term apparently is "cannabis". He said he is looking for cannabis legalization to be on the 2016 ballot.

Mayor Wilson also noted that several councilmembers were in attendance at the annual Fireman's Dinner Saturday night and said it was interesting to learn that they responded in excess of 400 calls last year. He expressed thanks to the Fire Department for their service to the community.

There being no further business to discuss, the meeting adjourned at 9:31 p.m. to the February 17, 2015 regular meeting.

Frank Wilson, Mayor

Attest:

Karen Dunham, City Clerk



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: February 17, 2015

SUBJECT: Wastewater Rates, Charges and Fees

RECOMMENDATION

Approve Resolution No. 1253-2015 restating wastewater rates, charges and fees as adopted and transferring wastewater connection fees from the RDMC to Resolution 1253-2015, rescinding Resolution No. 1222-2014.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

As you are aware, the Resolution was presented to the City Council at the February 3, 2015 regular meeting. During the discussion, Melissa Marks addressed the Council and asked for clarification on whether the wastewater connection fees were subject to the annual CPI adjustment as the sewer rates.

Staff was fairly certain that the connection fees were not subject to the annual adjustment but the consensus of the Council was to continue it to the next meeting to allow staff to verify the information and report back to the Council.

Staff reviewed the adopted language and determined that the annual CPI adjustment only applies to sewer "rates" and not fees and charges.

As reported at the last meeting, the Council adopted at their June 17, 2014 meeting, Resolution No. 1222-2014 establishing new wastewater fees based on volume to become effective August 1, 2014 followed by the adoption of Ordinance No. 322-2014 on July 1, 2014 related to wastewater rates and regulations. The Ordinance in part authorized amendment to Rio Dell Municipal Code (RDMC) Section 1310.130 deleting the language concerning fees for new sewer connections and establishing that they be adopted by resolution, referencing that wastewater connection fees were included in Resolution 1222-2014. The second minor amendment to Section 1310.130 provided that connection fees are payable when the building permit application is issued, prior to construction.

It recently came to staff's attention that Section 1310.130 of the RDMC was amended accordingly however; the language concerning wastewater connections was inadvertently omitted from the resolution. Resolution No. 1253-2015 simply restates wastewater fees to include the fee for new service connections as proposed in the Bartle Wells Rate Study and adopted by the City Council, and rescinds Resolution 1222-2014.

ATTACHMENTS:

Resolution No. 1253-2015

Resolution No. 1222-2014

June 17, 2014 Minutes (page 18-19)

July 1, 2014 Minutes (page 5)

and transitional housing to principally permit the uses in Residential Multi-Family zones. He then reviewed the development standards that the city can impose on these uses and recommended they all be adopted.

A public hearing was opened to receive public input on this item. No public comment was received at this time

Community Development Director Caldwell then referred to a letter submitted by Dean Smither requesting that the parcel on the corner of Davis and Rigby (052-312-002) not be rezoned because it is already developed with (2) 4-plex apartment complexes and although it may help with compliance of the Housing Element, it does not address the shortage of rental units.

Staff explained that under the new proposed zoning the parcel could be developed with another 4-plex apartment complex however; the developer would have to comply with the current development standards.

Motion was made by Johnson/Marks to approve introduction of Ordinance No. 321-2014 and Resolution No. 1220-2014 and to continue the second reading (by title only) consideration, approval and adoption to the meeting of July 1, 2014. Motion carried 5-0.

Conduct Second Reading (by title only) and Adopt Ordinance No. 322-2014 Amending Rio Dell Municipal Code Section 13.10.130 noting when Wastewater Fees are due and Transferring Wastewater Fee Authority from RDMC to Resolution No. 1222-2014

City Manager Stretch provided a staff report and said as a follow up to city council's direction on May 20, 2014, staff prepared a resolution to implement the Wastewater Equity Rate Study and as the council will recall, they were ready to take action at that time but staff did not have the ordinance and resolution prepared so the ordinance is back for its first reading and introduction. He said the current wastewater rate is a fixed rate at \$76.16 and the new rates include 70% fixed charges and 30% variable and the ordinance also establish how the program will be administered.

City Manager Stretch reviewed a minor change to the proposed ordinance deleting the language concerning fees for new sewer connections and establishing them in Resolution 1222-2014 since it is much easier to amend a resolution should it be necessary. The second change provides that connection fees are payable when the building permit application is filed, prior to construction.

Councilmember Johnson referred to Chapter 13.10.370 with regard to fines for illegal discharge of sewer and asked if the minimum \$25.00 and maximum \$500.00 fine provision was carried over from the 1987 ordinance and if so if they are going to be revised.

JUNE 17, 2014 MINUTES
Page 19

City Manager Stretch commented that the fines reflect current charges and are not suggested for update at this time. He said there was discussion whether to do a complete ordinance revision or to focus on the equity rate adjustment and the decision was made to focus on the rates.

Mayor Thompson pointed out that in several places throughout the ordinance it refers to "outside city limits" and since the city does not currently provide sewer service to any customers outside the city, suggested that Section 3. (b) under Chapter 13.10.230 be deleted and any similar language that refers to outside city services.

Mayor Thompson also asked if these changes will affect the Wastewater Rate Study.

City Manager Stretch stated that adoption of the proposed ordinance is the first step of the process and does not affect the results of the Wastewater Rate Study.

Mayor Thompson opened a public hearing to receive public comment on the proposed ordinance.

Kaye Peak asked if this is only going forward for new sewer connections.

Mayor Thompson stated that there are no sewer connections outside city limits so the language referring to outside city services does not need to be included in the ordinance. Also, any new proposed sewer connections to outside city residents would require approval by Lafco.

There being no further public comment, the public hearing closed.

City Manager Stretch recommended amendment to Section 3 to read: "In any case where customers are served by the Rio Dell sewer system, the customer shall pay rates as established by resolution." He said with maintaining that language, both (a) and (b) can be deleted.

Motion was made by Johnson/Marks to conduct first reading (by title only) of Ordinance No. 322-2014 amending Sewer Rates and Regulations, Section 13.10.130 of the Rio Dell Municipal Code (RDMC) noting when Wastewater Fees are due and transferring Wastewater Fee Authority from the RDMC to Resolution No. 1222-2014, as amended and continuing the public hearing to July 1, 2014 for its second reading and adoption. Motion carried 5-0.

Councilmember Woodall pointed out that the council's policy is that meetings cannot continue past the hour of 10:00 p.m. without a majority vote of the council to do so.

Motion was made by Woodall/Johnson to continue the hour of adjournment past 10:00 p.m. Motion carried 5-0.

A 5 minute recess was called at this time, 9:55 p.m.

JULY 1, 2014 MINUTES
Page 5

Motion was made by Johnson/Woodall to adopt Ordinance No. 322-2014 amending Sewer Rates and Regulations, Section 13.10.130 of the Rio Dell Municipal Code (RDMC) noting when wastewater fees are due and transferring wastewater fee authority from the RDMC to Resolution No. 1222-2014. Motion carried 5-0.

Adopt Ordinance No. 326-2014 Imposing a Transaction and Use Tax to be administered by the State Board of Equalization and Approve Resolution No. 1232-2014 Establishing Date of November 4, 2014 as the Date to Place the Temporary General Government Services Transaction and Use Tax of 1% for 5 Years Before the Voters for Approval and Requesting the Board of Supervisors of Humboldt County to Consolidate said Election with the Statewide General Election

City Manager Stretch provided a staff report and said on June 10, 2014 the City Council received a report on several local revenue options and selected a temporary 1% increase in the local Sales and Use Tax as the revenue measure to be placed on the November 4, 2014 ballot for voter approval. He said the ordinance is presented as an emergency item because of the time constraints to get the measure on the ballot. As such, a public hearing is required but no second reading is required and the ordinance becomes effective upon adoption as does the resolution.

City Manager Stretch directed the Council's attention to the *City Attorney's Impartial Analysis* as presented and pointed out a minor revision to delete the words "updating fire stations." He stated the City Clerk has the revised version for submittal to County Elections.

Mayor Thompson opened the public hearing to receive public comment on the proposed ordinance. There being no public comment, the public hearing closed.

Motion was made by Johnson/Marks to adopt *Ordinance No. 326-2014 Imposing a Transactions and Use Tax to be administered by the State Board of Equalization*. Motion carried 5-0.

Mayor Thompson called for public comment on the proposed resolution. There being no public comment, the public comment period was closed.

Motion was made by Johnson/Marks to approve *Resolution No. 1232-2014 Establishing November 4, 2014 as the Date for an Election on a Proposed Ballot Measure Seeking Voter Approval Relating to the Enactment of a 1% Transactions and Use (Sales) Tax for 5 years and Requesting the Board of Supervisors of Humboldt County to Consolidate said Election with the Statewide General Election*. Motion carried 5-0.

REPORTS/STAFF COMMUNICATIONS

City Manager Stretch reported on recent activities in the City Manager department and said there was a mathematical error made on the grant application for the Rio Dell-Scotia CSD Emergency

RESOLUTION NO. 1253-2015

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL RESTATING
WASTEWATER FEES AND CHARGES FOR WASTEWATER CUSTOMERS
PURSUANT TO ORDINANCE NO. 322-2014**

WHEREAS, the City of Rio Dell is authorized by the California Constitution and the California Code to charge fees to cover expenses for the services it provides; and

WHEREAS, the City Council of the City of Rio Dell did adopt Ordinance [No. 322-2014](#) that allows for sewer rates and charges to be modified by resolution of the City Council to provide for future changes; and

WHEREAS, Ordinance [No. 322-2014](#) deemed reasonable and authorizes the Council for the City of Rio Dell to fix charges to pay for expenses to be incurred by the wastewater department. The expenses to be paid include: (a) salaries, office expenses and other necessary disbursements; (b) the operation expenses of the utility; (c) provisions for the appropriate funds for repairs, replacements or betterments; and

WHEREAS, all wastewater system connections, once purchased, place a demand on the capacity of the treatment and collection system for processing and treat possible effluent whether in service or not; and

WHEREAS, the City Council of the City of Rio Dell has held public meetings pursuant to Proposition 218 to discuss the need for an increase in wastewater rates and charges; and

WHEREAS, the City has entered into a funding agreement for construction of a \$12.6 million Sewer Plant and Effluent Disposal Project with the State Water Resources Control Board; and the City must earmark funds for the repayment of the loan.

NOW, THEREFORE BE IT RESOLVED that this Resolution establishes and fixes wastewater service rates and charges for residential, commercial and institutional customers and replaces the wastewater rates and previously set by Ordinance or Resolution. Wastewater rates shall include a fixed minimum charge in addition to volume rates based on winter water consumption. Wastewater rates shall meet the following conditions:

- 1) Sewer Bills. Sewer bills are based on consumption but in no case are sewer bills less than the fixed/minimum service charge that is applied to the sewer bill for an equivalent dwelling unit (EDU).
- 2) Definition of Consumption. "Consumption" shall mean a three month average of winter water use as measured and recorded at the water meter serving the same parcel or premise receiving sewer service for the months of December, January, and February. The City Manager or his designee is authorized to make adjustments to customer winter water consumption due to any of the following conditions:

Vacancy: If the water consumption readings for the three winter months indicate that the premise being served sewer service was vacant during a portion of the three winter months, the City is authorized to average the water consumption for the period the premise appeared to be occupied.

Irregularity: The City is authorized to eliminate from the calculation water readings which are clearly not representative of average monthly water use when compared to water readings for two of the three months.

New Residential Account: New residential accounts will be billed based on the city-wide residential average of 5ccf until a usage history is established.

New Commercial Account: New commercial accounts at existing locations will be billed based on prior occupant's water consumption unless the new commercial operation is significantly different from the previous commercial operation.

- 3) **Water Consumption Measurements.** Water consumption is measured in units of one hundred cubic feet (ccf). One ccf equals 748 gallons.
- 4) **Winter Water Consumption Rate.** Each unit of winter water consumption is billed at the volume rate for the customer category/group. Sewer fixed minimum charges and volume rates are presented in the table below:

Sewer Fees and charges per Equivalent Dwelling Unit:

Customer class	Customer Class Description	Minimum Monthly (Fixed) Sewer Service Charge	Volume Rate (per ccf of winter water use)
Low Strength	See Exhibit A	\$47.01 per EDU	\$3.29 per ccf
Domestic Strength	See Exhibit A	\$47.01 per EDU	\$4.11 per ccf
Medium Strength	See Exhibit A	\$47.01 per EDU	\$6.17 per ccf
High Strength	See Exhibit A	\$47.01 per EDU	\$7.19 per ccf

EDU – equivalent dwelling unit

Ccf – hundred cubic feet

- 5) **Residential Water Consumption Maximum.** Single family residential and multifamily residential customers shall not be billed for monthly winter water consumption in excess of 15 units.
- 6) **Customer Categories/Groups.** Sewer customers are classified as low strength, domestic strength, medium strength, and high strength based on the content and strength of the discharge as established by industrial standards and California State Water Resources Control Board guidelines and as determined by the City Engineer.
- 7) **There shall be a new service connection fee of \$5,220 required for each individual dwelling, residence, building, or separate service to any multiple use consumer on any parcel or parcels under the same ownership. The fee shall be levied in addition to any actual costs by the City to provide the new service and shall be received into the sewer capital fund for the purpose of capital expenditures.**

BE IT RESOLVED that rates will be adjusted for inflation each year, based on the Bureau of Labor Statistics, Consumer Price Index for all Urban Consumers, and effective July 1 of each fiscal year. The month of comparison from the index shall be the preceding January; and

BE IT FURTHER RESOLVED that these fees and charges apply to all connections to the City of Rio Dell's wastewater collection and treatment system, once they are purchased from the City, without regard to the actual status of the connection or if the premises are occupied or unoccupied; and

PASSED AND ADOPTED by the City Council of the City of Rio Dell on February 3, 2015 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above to be a full, true and correct copy of Resolution No. 1253-2015 adopted by the City Council of the City of Rio Dell on February 3, 2015.

Karen Dunham, City Clerk

RESOLUTION NO. 1222-2014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL ESTABLISHING WASTEWATER FEES AND CHARGES FOR WASTEWATER CUSTOMERS PURSUANT TO ORDINANCE NO. 207

WHEREAS, the City of Rio Dell is authorized by the California Constitution and the California Code to charge fees to cover expenses for the services it provides; and

WHEREAS, the City Council of the City of Rio Dell did adopt Ordinance No. 207 that allows for sewer rates and charges to be modified by resolution of the City Council to provide for future changes; and

WHEREAS, Ordinance No. 207 deemed reasonable and authorizes the Council for the City of Rio Dell to fix charges to pay for expenses to be incurred by the wastewater department. The expenses to be paid include: (a) salaries, office expenses and other necessary disbursements; (b) the operation expenses of the utility; (c) provisions for the appropriate funds for repairs, replacements or betterments "; and

WHEREAS, all wastewater system connections, once purchased, place a demand on the capacity of the treatment and collection system for processing and treat possible effluent whether in service or not; and

WHEREAS, the City Council of the City of Rio Dell has held public meetings pursuant to Proposition 218 to discuss the need for an increase in wastewater rates and charges; and

WHEREAS, the City has entered into a funding agreement for construction of a \$12.6 million Sewer Plant and Effluent Disposal Project with the State Water Resources Control Board; and the City must earmark funds for the repayment of the loan

NOW, THEREFORE BE IT RESOLVED that this Resolution establishes and fixes wastewater service rates and charges for residential, commercial and institutional customers and replaces the wastewater rates and previously set by Ordinance or Resolution. Wastewater rates shall include a fixed minimum charge in addition to volume rates based on winter water consumption. Wastewater rates shall meet the following conditions:

- 1) **Sewer Bills.** Sewer bills are based on consumption but in no case are sewer bills less than the fixed/minimum service charge that is applied to the sewer bill for an equivalent dwelling unit (EDU).
- 2) **Definition of Consumption.** "Consumption" shall mean a three month average of winter water use as measured and recorded at the water meter serving the same parcel or premise receiving sewer service for the months of December, January, and February. The City Manager or his designee is authorized to make adjustments to customer winter water consumption due to any of the following conditions:

Vacancy: If the water consumption readings for the three winter months indicate that the premise being served sewer service was vacant during a portion of the three winter months, the City is authorized to average the water consumption for the period the premise appeared to be occupied.

Irregularity: The City is authorized to eliminate from the calculation water readings which are clearly not representative of average monthly water use when compared to water readings for

two of the three months.

New Residential Account: New residential accounts will be billed based on the city-wide residential average of 5ccf until a usage history is established.

New Commercial Account: New commercial accounts at existing locations will be billed based on prior occupant's water consumption unless the new commercial operation is significantly different from the previous commercial operation.

- 3) **Water Consumption Measurements.** Water consumption is measured in units of one hundred cubic feet (ccf). One ccf equals 748 gallons.
- 4) **Winter Water Consumption Rate.** Each unit of winter water consumption is billed at the volume rate for the customer category/group. Sewer fixed minimum charges and volume rates are presented in the table below:

Sewer Fees and charges per Equivalent Dwelling Unit:

Customer class	Customer Class Description	Minimum Monthly (Fixed) Sewer Service Charge	Volume Rate (per ccf of winter water use)
Low Strength	See Exhibit A	\$47.01 per EDU	\$3.29 per ccf
Domestic Strength	See Exhibit A	\$47.01 per EDU	\$4.11 per ccf
Medium Strength	See Exhibit A	\$47.01 per EDU	\$6.17 per ccf
High Strength	See Exhibit A	\$47.01 per EDU	\$7.19 per ccf

EDU – equivalent dwelling unit

Ccf – hundred cubic feet

- 5) **Residential Water Consumption Maximum.** Single family residential and multifamily residential customers shall not be billed for monthly winter water consumption in excess of 15 units.
- 6) **Customer Categories/Groups.** Sewer customers are classified as low strength, domestic strength, medium strength, and high strength based on the content and strength of the discharge as established by industrial standards and California State Water Resources Control Board guidelines and as determined by the City Engineer.

BE IT RESOLVED that the rates stated in this Resolution will be effective August 1, 2014; and

BE IT RESOLVED that rates will be adjusted for inflation each year, based on the Bureau of Labor Statistics, Consumer Price Index for all Urban Consumers, and effective July 1 of each fiscal year. The month of comparison from the index shall be the preceding January; and

BE IT FURTHER RESOLVED that these fees and charges apply to all connections to the City of Rio Dell's wastewater collection and treatment system, once they are purchased from the City, without regard to the actual status of the connection or if the premises are occupied or unoccupied; and

PASSED AND ADOPTED at a special council meeting of the City of Rio Dell held on June 17, 2014 by the following vote:

Ayes:

Noes:

Abstain:
Absent:

Jack Thompson, Mayor

ATTEST:

City Clerk

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
(707) 764-5480 (fax)
E-mail: cm@riodellcity.com



**CITY OF RIO DELL
STAFF REPORT
CITY COUNCIL AGENDA
February 17, 2015**

TO: Mayor and Members of the City Council

THROUGH: Kyle Knopp, City Manager

FROM: Brooke Woodcox, Finance Director *BW*

DATE: February 17, 2015

SUBJECT: **Request for Proposals for auditing services for three fiscal years beginning June 30, 2015, and including fiscal years 2015-2016 and 2016-2017**

RECOMMENDATIONS

Allow Staff to submit Requests for Proposals to qualifying Certified Public Accounting firms to audit the financial statements for the three years beginning June 30, 2015.

BACKGROUND AND DISCUSSION

R.J. Ricciardi, CPA's have been the City's auditors for the past three fiscal years. Prior to their engagement Council had requested that Auditor services rotate because the same auditing firm had been conducting the City's audit for several years. At Council's direction Requests for Proposals (RFPs) were sent out and a qualified auditor was approved by Council to conduct the City's audit beginning with fiscal year June 30, 2012. R.J. Ricciardi, CPA's has fulfilled their contract with the completion of the audit for 2013-2014 fiscal year. Staff would like to once again submit RFPs in order to continue the auditor rotation process and compare costs.

FISCAL IMPACT

Current auditing services for FY 2013-2014 are budgeted for \$26,550. The RFP process assists staff in selecting competitively priced auditing services, and will determine the final cost to the City's Operating and Capital budget.

ATTACHMENT: Copy of Staff Report dated 4/17/12 - Engagement of Auditing Services

675 Wildwood Avenue
Rio Dell, CA 95562

 **COPY**



TO: Mayor and Members of the City Council
THROUGH: Ron Henrickson, City Manager
FROM: Stephanie Beauchaine, Finance Director
DATE: April 17, 2012
SUBJECT: Engagement of auditing services for Fiscal-Year 2011-2012

RECOMMENDATION

Authorize the City Manger to engage the auditing services of R.J. Ricciardi to complete the 2011-2012 Fiscal-Year Audit.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

At the Councils request, staff issued an RFP for Auditing Services for the Fiscal-Year 2011-2012 Audit. We received four responses as summarized below:

Firm Name	Partner/ Project Manager	Total Hours	Total Cost	Avg. Cost Per Hour
JJA CPA, Inc	Joseph Arch, President	160	\$20,150.00	\$125.94
R.J. Ricciardi	Ralph Ricciardi, Partner	150	\$14,800.00	\$98.67
Chavan & Associates	Sheldon Chavan, Partner	546	\$35,000.00	\$64.10
Blomberg & Griffin Accountancy Co.	John Blomberg, Partner	249	\$24,750.00	\$99.40

The Council appointed committee selected the two most experienced firms JJA CPA, Inc. and R.J. Ricciardi, to participate in oral interviews. The decision was difficult as both firms we're well qualified, but the committee has recommended the Council engage R.J. Ricciardi to serve as the City's auditor.



STAFF REPORT

TO: Mayor and Members of the City Council

FROM: Karen Dunham, City Clerk

THROUGH: Kyle Knopp, City Manager

DATE: February 17, 2015

SUBJECT: Employee Medical Insurance Benefits Update

RECOMMENDATION

Accept update as a "Receive and File" item and include report as part of the record.

BUDGETARY IMPACT

None

BACKGROUND AND DISCUSSION

At the last meeting on February 3, 2015, the Council adopted Resolution No. 1252-2015 affirming a change in the City provided health care benefits. The City Manager presented the Council with the attached update and Medical Benefit Comparison sheet as additional information. Since the information was not included in the Council packet, staff agreed to bring the information back on this agenda for the benefit of the public.

ATTACHMENTS:

Update Regarding Employee Medical Insurance Benefits
Medical Benefit Comparison

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



February 3, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Receive an Update Regarding Employee Medical Insurance Benefits.

On November 18, 2014 the City Council received an agenda item authorizing the City Manager to negotiate a new agreement with city employee's regarding medical insurance coverage. The agenda followed a November 6th all-employees meeting in which the employees signaled their desire to lower health coverage to the "HMO Saver 30" plan under the advice of the city's plan consultant. It was subsequently discovered in the last week of November that the HMO Saver 30 plan was not in fact legally available to the city and its employees. On December 2, 2014 the council was again advised of the latest developments and authorized the City Manager to continue negotiations.

Staff then held another all employees meeting on Monday December 8, 2014. Particular attention was paid to a plan offered by Blue Shield called the Platinum PPO, and this became the employees preferred alternative.

Since December 8, staff has been working on gaining consensus between the bargaining units and contract employees on signing the attached side letter of agreement. This became a reality around the middle of January 2015 and has an effective date of February 1, 2015. The City's health plan consultant and staff estimate the savings at \$34,945.00 (inclusive of all funds) through the remainder of the FY 2014-2015 fiscal year.

This was not an easy call for employees to voluntarily waive contractual protections in favor of a less generous health benefit. All city employees deserve credit for coming to this conclusion which will impact the City's bottom line in a positive manner. This concession occurred on a voluntary proactive basis and sets a positive tone for the city's contract negotiations. As the Council is aware, most bargaining unit and employee contracts are set to term out on June 30, 2015.

Attached, please find a medical benefit comparison sheet and signed side letter of agreement.

///

Medical Benefit Comparison

Anthem BC Saver HMO \$20 HMO 12/1/2014		Blue Shield Platinum Full PPO 0 OMEx PPO / Platinum 3/1/2015	
DEDUCTIBLE			
Individual	HMO: None	PPO: \$0	OON: \$0
Family	HMO: None	PPO: \$0	OON: \$0
OUT-OF-POCKET MAX			
Individual	HMO: \$2,500	PPO: \$2,500	OON: \$5,000
Family	HMO: \$5,000 (aggregate)	PPO: \$5,000 (embedded)	OON: \$10,000 (embedded)
PHYSICIAN SERVICES			
Office Visits	HMO: \$20/\$30 (PCP/Specialist)	PPO: \$10/\$25	OON: 40% of maximum allowable amount
Preventive Care	HMO: No Charge	PPO: \$0	OON: Not Covered
Diagnostic Lab/X-Ray	HMO: No Charge	PPO: 10%	OON: 40% of maximum allowable amount
Imaging (CT/PET scans, MRIs)	HMO: \$100 copay/test	PPO: 10%	OON: 40% of maximum allowable amount
Rehabilitation/Habilitation (PT/OT/ST)	HMO: See Brochure	PPO: 10%	OON: 40% of maximum allowable amount
Chiropractic Care	HMO: \$20/visit (PT, OT, ST, or chiro, limited to 60-day period of care)	PPO: 50% (12 visits/year)	OON: 50% of maximum allowable amount (12 visits/year)
PRESCRIPTION DRUGS			
Tier 1 (Generic Formulary)	HMO: \$10 (30 day supply)	PPO: \$5 (30-day supply)	OON: Not Covered
Tier 2 (Preferred Brand Formulary)	HMO: \$150 Rx ded. + \$30 (30 day supply, Mandatory Generic Substitution)	PPO: \$30 (30-day supply)	OON: Not Covered
Tier 3 (Non-Preferred Brand Formulary)	HMO: \$150 Rx ded. + \$50 (30 day supply, Mandatory Generic Substitution, includes Compound drugs)	PPO: \$50 (30-day supply)	OON: Not Covered
Tier 4 (Specialty Drugs)	HMO: \$150 Rx ded. + 30% of prescription drug maximum allowed amount up to a maximum \$150 copay per fill (30 day supply)	PPO: 30% (30-day supply)	OON: Not Covered
Tier 5 (Specialty Drugs)	HMO: Not Applicable	PPO: N/A	OON: N/A
Mail Order	HMO: \$150 Rx ded. (waived for Tier 1 drugs) + \$10/\$60/\$100/30% of prescription drug maximum allowed amount up to a maximum \$300 copay per fill (90 day supply, Mandatory Generic Substitution)	PPO: 2x retail (90-day supply)	OON: Not Covered
HOSPITAL FACILITY SERVICES			

This Anthem Blue Cross summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As Anthem Blue Cross receives additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, Anthem Blue Cross may be required to make additional changes to this summary of benefits. This Anthem Blue Cross summary of benefits, as updated, is subject to the approval of the California Department of Insurance and the California Department of Managed Health Care (as applicable).

Create Date: 2/3/2015

Presented By: Heidi Olsen-Kavajecz License# 0711641

Medical Benefit Comparison

Anthem BC Saver HMO \$20 HMO 12/1/2014		Blue Shield Platinum Full PPO 0 OffEx PPO / Platinum 3/1/2015	
Inpatient Hospital Services	HMO: \$400 per day, up to 3 days maximum copay	PPO: 10% OON: 40% of maximum allowable amount	
Outpatient Surgery in a Hospital	HMO: \$300 copay per surgical admission	PPO: 10% OON: 40% of maximum allowable amount	
Ambulatory Surgical Center	HMO: \$300 copay/admit	PPO: 10% OON: 40% of maximum allowable amount	
EMERGENCY SERVICES			
Emergency Room	HMO: \$150 (waived if admitted)	PPO: \$100/visit + 10% OON: \$100/visit + 10% of maximum allowable amount	
Emergency Transport/Ambulance	HMO: \$150/trip	PPO: 10% OON: 10% of maximum allowable amount	
Urgent Care	HMO: Physician's office: \$20/visit; Outpatient Facility: \$30/visit (waived if admitted to a Hospital)	PPO: \$10 OON: Not Covered	

EE - Employee Only ES - Employee & Spouse	EC - Employee & Child(ren) FA - Employee & Family	W - Waived C - Cobra	* - Employee Out of Area ** - Employee Out of State N/A - No Rate
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The summary above is meant to be a brief description of plan benefits and features only. This is not a policy. Please consult the contract and/or evidence of coverage and disclosure brochure, either of which is available upon request, for a complete description of benefits, exclusions, limitations and participation requirements. The accuracy of this summary is not guaranteed and the information herein is subject to change without notice. This is not an offer of coverage.

This Anthem Blue Cross summary of benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As Anthem Blue Cross receives additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, Anthem Blue Cross may be required to make additional changes to this summary of benefits. This Anthem Blue Cross summary of benefits, as updated, is subject to the approval of the California Department of Insurance and the California Department of Managed Health Care (as applicable).

Create Date: 2/3/2015

Presented By: Heidi Olsen-Kavajecz License# 0711641


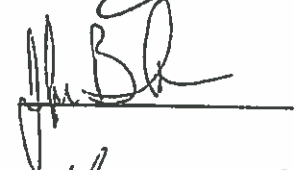
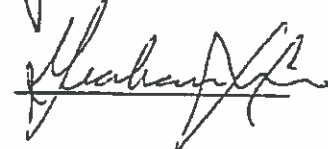






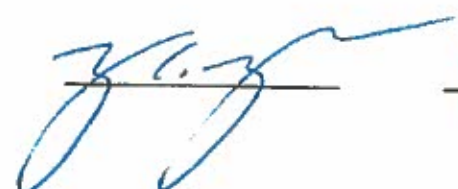
City of Rio Dell

January 13, 2015

Side Letter of Agreement – All Bargaining Units, all Contract Employees.

All parties agree to lower employee health benefit level to the Blue Shield "Platinum PPO" effective February 1, 2015. This reduction in benefits shall not be reversed during the term of the current contract.

Signed,

	Signature	Date
Cameron Yapple – Rio Dell Employee's Association		<u>1-16-15</u>
John Beauchaine – Rio Dell Police Officer's Association		<u>1-16-15</u>
Graham Hill		<u>01/15/15</u>
Rick Chicora		<u>01-16-15</u>
Randy Jensen		<u>1/16/15</u>
Brooke Woodcox		<u>1/13/15</u>
Karen Dunham		<u>1-14-15</u>
Kevin Caldwell		<u>1/14/15</u> 
Kyle Knopp		<u>1/20/15</u>

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



February 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Discussion and Possible Action on Project Status Report from City Engineer Jesse Willor, GHD, on the City's Active Transportation Plan and Other Projects.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Approve the submittal of an ATP application prepared by GHD for the City to include the following (5) bicycle and pedestrian projects:

1. Scenic Way at Eeloa Avenue Intersection reconfiguration for pedestrian and bicyclist safety, and
2. Belleview Avenue between Wildwood Avenue and River Street bike lane, signage and striping improvements, and
3. Wildwood Avenue between Davis Street and Belleview Avenue bike lane including signage and striping, and
4. Davis Street between Wildwood and Rigby Avenues bike lanes and striping, and
5. Highway 101 southbound Off-ramp at Wildwood.

BACKGROUND AND DISCUSSION

On May 6th, 2014 the City Council approved an Active Transportation Plan (ATP) grant application submittal for bicycle and pedestrian safety. While the city was ultimately not successful in its pursuit of this funding last year, the proposal was well ranked and staff believes that this new grant cycle has a reasonable chance at resulting in an award. The current proposal is similar to the one the Council approved in May and capitalizes on work already performed. New to this proposal is the inclusion of item #5, the Highway 101 southbound off-ramp at Wildwood. Also new to this grant cycle as proposed is a public outreach component designed to include student education about bicycle and pedestrian safety at area schools. The financial impact is minimal as Safe Routes to School projects do not require a City match and much of the work on this proposal was done in prior years.

Staff will also provide an update on other projects that the city engineer is working on.


//


675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



For Meeting of: February 17, 2015

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: February 10, 2015

Subject: Appointments of a Council Member Alternate and a Public Member to the Nuisance Hearing Committee.

Recommendation:

That the City Council:

1. Appoint a Council Member to serve as an Alternate Member to the Nuisance Hearing Committee; and
2. Appoint Julie Woodall as one of the two Public Members.

Background/Discussion

At the Council meeting of February 3, 2015 staff presented a staff report regarding appointments to the Nuisance Hearing Committee and Nuisance Committee. Unfortunately the Staff Report for the meeting of February 3, 2017 erroneously indicated that there was a separate Nuisance Committee. This is not the case. This misinformation led to a discussion regarding the appointment of Council members to a nonexistent Nuisance Committee.

As indicated in the Staff Report for the February 3, 2015 meeting, Council members Johnson and Marks were appointed to the Nuisance Hearing Committee at the Council

meeting of January 6, 2015. There was no alternate member appointed. Therefore, an alternate Council member needs to be appointed.

Staff posted the Public Notices soliciting applications for the two Public Members to serve on the Nuisance Hearing Committee on January 26, 2015. Applications were due by 5:00 pm on Wednesday February 10, 2015. The City received just one application from Julie Woodall. Therefore staff is recommending that the Council appoint Mrs. Woodall to the Committee. Staff intends on repost the Notice soliciting applications for the other public member beginning next week. The Notice will also be included in the upcoming Newsletter which we hope will go out next week as well.

Attachments:

1. Julie Woodall's application.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



RECEIVED
2-3-15



APPLICATION FOR COMMITTEE/BOARD

NAME Julie Woodall DATE 2/3
ADDRESS 1187 Riverside HOME PHONE 707-764-3079
Rio Dell, Ca BUSINESS PHONE _____

I AM INTERESTED IN SERVING ON THE FOLLOWING COMMITTEE/BOARD:

Nuisance Committee and hearing committee

OCCUPATION Retail Clerk

HOW LONG HAVE YOU LIVED IN RIO DELL? 30 years

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES _____

City Council - 16 years

HTA Board. HCAOG Board

ADDITIONAL PERTINENT INFORMATION/REFERENCES _____

EDUCATION _____

Please answer the following two questions:

Why are you interested in serving on this committee/board? I have
already served on the committee
and would enjoy continuing.

What special talents, experience or education do you possess that will be useful in this position?

see above

Note: A Resume may be attached

If you have any questions or need additional information, please contact the City Clerk at (707) 764-3532

**Return form to the City Clerk
City of Rio Dell at 675 Wildwood Ave., Rio Dell, CA 95562**


Forms/Application for Committee


675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



For Meeting of: February 17, 2015

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: February 12, 2015

Subject: CDBG Homebuyer & Housing Rehabilitation Guidelines

Recommendation:

That the City Council:

1. Receive and file staff's report regarding the proposed Homebuyer Guidelines and;
2. Open the public hearing, receive public input, deliberate; and
3. Adopt Resolution No. 1255-2015 amending the City's Homebuyer and Housing Rehabilitation Guidelines and direct staff to submit the Guidelines to the Department of Housing and Community Development for their review and approval.

Background and Discussion

As presented at your meeting of December 16, 2014 the State Department of Housing and Community Development (HCD) had recently notified the City that the City is now required to prepare and adopt Community Development Block Grant (CDBG) Homebuyer Guidelines. The required Guidelines were mandated by the Department of Housing and Urban Development (HUD).

You Council approved the Homebuyer Guidelines at the meeting of December 16, 2014. Staff submitted the approved Guidelines to HCD for their review and approval. HCD recently (January 29, 2015) notified the City that some minor revisions needed to be made. Those revisions include:

- Eliminating acquisition rehabilitation provisions;
- Eliminating Relocation Assistance provisions;
- Amending the loan to value ratio from 105% to 100%;
- Requiring HCD's written approval to any exception to the Guideline provisions.

The revisions have been made and HCD staff has reviewed and tentatively approved them.

Homebuyer Program Overview

The Homebuyer Program increases a borrower's buying power and reduces initial out of pocket expenses and monthly housing costs by providing additional funds with no monthly payment as down payment assistance. The loan is due and payable at the time of sale or transfer.

The program provides financing to help pay the difference between the loan amount one can afford to borrow from a financial institution and the purchase price of a home. The borrower must secure a loan from financial institution in an amount determined by the City, based upon monthly income.

The Homebuyer Loan Program requires the following:

- Down Payment: 3% of Purchase Price or \$3,000, (whichever is less);
- Household Income Qualification: Must be at or below 80% of Humboldt County Area Median as Indicated in the Chart Below. Applicants must meet the income criteria;
- Housing Unit Must be Located within the City Limits and be Single Family Detached Houses or Condominiums, and Must be Designated for Residential Use under the City's General Plan;
- 1.5% Simple Interest (Retroactive to Note Signing after occupancy for four years): 5% up to 1st year anniversary, 4% after 1st year anniversary, 3% after 2nd year anniversary, and 2% after 3rd year, 1.5% after 4th year;
- Thirty (30) year loan term. Loan due upon maturity.
- City CDBG Homebuyer Program Loan Maximum \$100,000

2014 Humboldt County Area Median Family Income by Household Size

Household Size	Low-Income Must be Below
1	\$32,200
2	\$36,800
3	\$41,400
4	\$46,000

HCD also informed the City that we needed to revised our Housing Rehabilitation Guidelines. Again, these changes are due to Federal changes mandated by the Department of Housing and Urban Development (HUD). These changes include:

- Eliminating Owner-Investor rehabilitation provisions;
- Revising the Income Calculation provisions based on 24 CFR Part 5;
- Requiring HCD's written approval to any exception to the Guideline provisions.

It should be noted that Investor-Occupied properties require new and separate Guidelines. These Guidelines will be brought to the Council for your review and approval in the near future. Staff has made the required revisions and has sent them to HCD for their review and tentative approval.

Attachments

Attachment 1: Resolution No. 1255-2015 approving the revisions to the City's Homebuyer and Housing Rehabilitation Guidelines.

RESOLUTION NO. 1255-2015



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO DELL
APPROVING COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOMEBUYER
AND HOUSING REHABILITATION PROGRAM GUIDELINES**

WHEREAS the Department of Housing and Community Development (HCD) recently notified the City that the City is required to adopt Homebuyer Guidelines; and

WHEREAS at the adoption of Homebuyer Guidelines is consistent with Policies of the City's Housing Element; and

WHEREAS one of the primary goals of the Housing Element is to promote the development of affordable housing and homeownership; and

WHEREAS in order to be eligible to make application for Community Development Block Grant funds, the City is required to adopt Homebuyer Guidelines; and

WHEREAS the Homebuyer Program increases a borrower's buying power and reduces initial out of pocket expenses and monthly housing costs by providing additional funds with no monthly payment as down payment assistance; and

WHEREAS the Homebuyer Program provides financing to help pay the difference between the loan amount one can afford to borrow from a financial institution and the purchase price of a home; and

WHEREAS the City held a duly noticed Public Hearing on December 16, 2014 to receive input regarding the Homebuyer Guidelines; and

WHEREAS the City approved the Homebuyer Guidelines at their meeting of December 16, 2014; and

WHEREAS the City submitted the approved Guidelines to HCD for their review and approval; and

WHEREAS HCD recently (January 29, 2015) notified the City that some minor revisions needed to be made. Those revisions include:

- Eliminating acquisition rehabilitation provisions;
- Eliminating Relocation Assistance provisions;
- Amending the loan to value ratio from 105% to 100%;
- Requiring HCD's written approval to any exception to the Guideline provisions; and

WHEREAS HCD also informed the City that the City needed to revised our Housing Rehabilitation Guidelines. These changes include:

- Eliminating Owner-Investor rehabilitation references and provisions;
- Revising the Income Calculation provisions based on 24 CFR Part 5;
- Requiring HCD's written approval to any exception to the Guideline provisions.

WHEREAS the revisions have been made and HCD staff has reviewed and tentatively approved them; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rio Dell has reviewed and hereby approves the revised Homebuyer and Housing Rehabilitation Guidelines; and

BE IT FURTHER RESOLVED that the City Council of the City of Rio Dell directs staff to submit the revised Homebuyer and Housing Rehabilitation Guidelines to the Department of Housing and Community Development for their review and approval.

I HEREBY CERTIFY that the forgoing Resolution was PASSED and ADOPTED at a regular meeting of the City Council of the City of Rio Dell on February 17, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Resolution No. 1255-2015 adopted by the City Council of the City of Rio Dell on February 17, 2015.

Karen Dunham

City Clerk, City of Rio Dell

*Rio Dell City Hall
675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532
riodellcity.com*



February 17, 2015

TO: Rio Dell City Council

FROM: Kyle Knopp, City Manager

SUBJECT: Agenda for February 24th Economic Development Workshop

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Review and Approve Agenda for the February 24, 2014 Economic Development Workshop

BACKGROUND AND DISCUSSION

At its February 3, 2015 meeting, the City Council scheduled an Economic Development Workshop on February 24, 2015 at 3:30 in the afternoon. In order to facilitate the meeting, staff is presenting a basic agenda for the workshop. Staff is requesting that the council provide or remove items from the agenda.

A.) Staff Presentation on Economic Development

- 1.) History
- 2.) Present Circumstance
- 3.) Options for the Future

B.) Public Comment and Brainstorming Session


//


675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



For Meeting of: February 17, 2015

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: February 10, 2015

Subject: Text Amendments, Chapters 2.55 and 10.05 of the Rio Dell Municipal Code (RDMC).

Recommendation:

That the City Council:

1. Receive staff's report regarding the proposed text amendment; and
2. Open the public hearing, receive public input, and deliberate; and
3. Adopt Ordinance No. 333-2015 amending Chapter 2.55, Commissions, Committees, Boards, Agencies and Task Forces, and Section 10.05.100, Traffic Committee, the of the Rio Dell Municipal Code (RDMC); and
4. Direct the City Clerk, within 15 days after adoption of the Ordinance, to post an adoption summary of the Ordinance with the names of those City Council members voting for or against, or otherwise voting in at least three (3) public places and to post in the office of the City Clerk a certified copy of the full text of the adopted Ordinance pursuant to Section 36933(a) of the California Government Code.

Background and Discussion

At your meeting of February 3, 2015 staff introduced Ordinance No. 333-2015 amending Chapter 2.55, Commissions, Committees, Boards, Agencies and Task Forces, and Section 10.05.100, Traffic Committee, of the Rio Dell Municipal Code (RDMC).

The recommended amendments to Chapter 2.55 of the RDMC are in part in response to the recent amendments to Chapter 8.10, Nuisances, of the Rio Dell Municipal Code (RDMC). This recent amendment added two public members to the Nuisance Hearing Committee.

As indicated in the Staff Report for the February 3, 2015 meeting, in reviewing Title 2, Administration and Personnel of the RDMC, staff discovered there are provisions regarding various commissions, committees, boards, agencies and task forces. The Nuisance Hearing Committee should be identified as one of the committees in Chapter 2.55.

Unfortunately the Staff Report for the meeting of February 3, 2017 erroneously indicated that there was a separate Nuisance Committee. This is not the case. This misinformation led to a discussion regarding the appointment of Council members to nonexistent Nuisance Committee.

As discussed in the Staff Report for the February 3, 2015, staff discovered there are provisions in Title 2, Administration and Personnel of the RDMC regarding various commissions, committees, boards, agencies and task forces that need to be amended. Recommended amendments include:

- Including the Nuisance Hearing Committee and the Wildwood Avenue Sculpture Committee in Chapter 2.55;
- Amending Section 2.55.010, Council to Establish, to include existing additional committees and correctly reference the Development Block Grant Loan Committee (CDBG);
- Amending references to the Community Development Block Grant Committee (CDBG) to be consistent with the City's adopted and the Department of Housing and Community Development (HCD) CDBG Guidelines;
- Amending the "City representation in other organizations" provisions to accurately reflect those organizations;
- Eliminating "future committees" provisions, which include a reference to Redevelopment Agencies. Section 2.55.010, Council to Establish, of the RDMC authorizes the Council to establish to establish future committees. In addition, Redevelopment Agencies have been eliminated in the State of California.

In addition to the above amendments, the Traffic Committee provisions are in two separate chapters of the RDMC, Sections 2.55.020 and Section 10.05.100 respectively. Staff discovered inconsistencies in the referenced sections regarding the composition of the Traffic Committee. Below is copy of each of the provisions:

2.55.020 Traffic Committee.

The Traffic Committee consists of the City Manager as chairman, Chief of Police, City Engineer and other persons as required. The Traffic Committee shall meet on call to consider traffic control problems and traffic structures. [Ord. 213A § 2.20.002, 1992.]

10.05.100 Traffic Committee.

There is hereby established an advisory Traffic Committee to serve without compensation, consisting of the City Traffic Specialist, a member of the City Council, the Director of Public Works, a representative of the Volunteer Fire Department and the City Planner. The City Traffic Specialist shall serve as chairman of this committee. The committee will consider significant or controversial proposed traffic regulation actions and make recommendations to the City Traffic Specialist, City Manager or City Council as appropriate for final review. The City Manager shall be an advisory member of the Traffic Committee. [Ord. 181 § 2, 1984; Ord. 173 § 33-03.080, 1983.]

Pursuant to Section 10.05.080 of the RDMC the Traffic Specialist identified in Section 10.05.100 is appointed by the City Manager. Although there is no definition of the Traffic Specialist, the Police Chief has historically held the position of Traffic Specialist. Section 2.55.020 of the RDMC identifies the City Manager as the chairman and Section 10.05.100 identifies the Traffic Specialist as the chairman of the Traffic Committee. In addition, as the Council is aware the City Manager is also the Director of Public Works. Staff is recommending that two Sections be consistent with one another. As such, staff is recommending the following provisions regarding the composition of the Traffic Committee:

2.55.020 & 10.05.100 Traffic Committee

The Traffic Committee consists of the City Manager as chairman, the City Traffic Specialist, Public Works Director and/or Streets Superintendent, Community Development Director, a member of the City Council and one alternate member, and a representative of the Volunteer Fire Department. The alternate City Council member shall only participate when the regular City Council member is unable to serve due to scheduling concerns or a conflict of interest. The Traffic Committee shall meet on call to consider traffic control and parking problems. The Traffic Committee shall submit reports on their activities through the City Manager to the Council at suitable intervals.

All the recommended amendments are included in Attachment 1, Draft Ordinance No. 333-2015.

Attachments

Attachment 1: Draft Ordinance No. 333-2015.

Attachment 2: Post Adoption Summary.

ORDINANCE NO. 333 – 2015



**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL
AMENDING CHAPTER 2.55, COMMISSIONS, COMMITTEES, BOARDS, AGENCIES AND
TASK FORCES, AND SECTION 10.05.100, TRAFFIC COMMITTEE, OF THE RIO DELL
MUNICIPAL CODE (RDMC).**

THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:

WHEREAS the Council recently amended Chapter 8.10, Nuisances, of the Rio Dell Municipal Code (RDMC) to add two public members to the Nuisance Hearing Committee; and

WHEREAS the Nuisance Committee is responsible in assisting staff in identifying and prioritizing code violations; and

WHEREAS the Committee consists of the City Manager, the Community Development Director, the Police Chief, two members of the City Council, one alternate City Council member and two public members residing within the City limits; and

WHEREAS in reviewing Title 2, Administration and Personnel of the Rio Dell Municipal Code (RDMC), staff discovered there are provisions regarding various commissions, committees, boards, agencies and task forces; and

WHEREAS the Nuisance Hearing Committee should be identified as one of the committees in Chapter 2.55; and

WHEREAS in addition to the omission of the Nuisance Hearing Committee, the Wildwood Avenue Sculpture Committee should be identified as standing committees in Chapter 2.55; and

WHEREAS in addition to the omission of the above referenced committees, Sections 2.55.010 and 2.55.030 needs to be amended to correctly reference the Development Block Grant Loan Committee (CDBG);and

WHEREAS staff also discovered that the Traffic Committee provisions are inconsistent with the Traffic Committee provisions found in Chapter 10.5; and

WHEREAS therefore, staff is recommending that two Traffic Committee provisions be consistent with one another; and

WHEREAS furthermore, Section 2.55.060, Future Committees, and Section 2.55.010, Council to Establish, of the Rio Dell Municipal Code (RDMC) are redundant; and

WHEREAS therefore, staff is recommending that Section 2.55.060 Rio Dell Municipal Code (RDMC) be repealed; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1. Chapter 2.55 and Section 10.05.100 of the Rio Dell Municipal Code (RDMC) is hereby amended as follows:

Chapter 2.55

COMMISSIONS, COMMITTEES, BOARDS, AGENCIES AND TASK FORCES

Sections:

2.55.010 Council to establish.

2.55.020 Traffic Committee.

2.55.030 Community Development Block Grant ~~Loan Advisory~~ Committee.

2.55.040 Citizen Advisory Committee on City Finances.

2.55.050 ~~Council to appoint~~ Wildwood Avenue Sculpture Committee.

2.55.060 ~~Future committees~~ Nuisance Hearing Committee.

2.55.070 ~~City representation in other organizations~~ Council to appoint..

2.55.080 City representation in other organizations

2.55.010 Council to establish.

The Council shall establish and by a majority vote appoint individuals for the prescribed terms to serve on such commissions, committees, boards, agencies and task forces as are required by law and by City operational need. The operational identities of such organizations are defined by law, ordinance or resolution. At the completion of an appointee's prescribed term of service on such an organization, any interested party may apply to the City Clerk for Council consideration for appointment or reappointment to these support organizations, which include, but are not limited to, long-established organizations including the Planning Commission, Parks and Recreation Commission, Traffic Committee, Wildwood Avenue Sculpture Committee, Nuisance Hearing Committee and the Community Development Block Grant ~~Loan Advisory~~

Committee ~~(CDBG-AC)~~. Such groups shall select their own officers, conduct regular meetings and submit reports on their activities through the City Manager to the Council at suitable intervals. These organizations include, but are not limited to, those listed in this chapter. [Ord. 213A § 2.20.000, 1992.]

2.55.020 & 10.05.100 Traffic Committee

The Traffic Committee consists of the City Manager as chairman, the City Traffic Specialist, Public Works Director and/or Streets Superintendent, Community Development Director, a member of the City Council and one alternate member, and a representative of the Volunteer Fire Department. The alternate City Council member shall only participate when the regular City Council member is unable to serve due to scheduling concerns or a conflict of interest. The Traffic Committee shall meet on call to consider traffic control and parking problems. The Traffic Committee shall submit reports on their activities through the City Manager to the Council at suitable intervals.

2.55.030 Community Development Block Grant Loan Advisory Committee.

The Community Development Block Grant Loan ~~Advisory~~ Committee ~~(CDBG-AC)~~ shall consist of the City Manager Finance Director and Community Development Director ~~five citizens of Rio Dell living within City corporate limits appointed by the Council. The Committee Advisor is from the Redwood Community Action Agency (RCAA).~~ Committee members consider applications for low-to moderate income families homebuyer and improvement rehabilitation loans under CDBG grant programs. The Committee meets on call. [Ord. 213A § 2.20.004, 1992.]

2.55.050 Wildwood Avenue Sculpture Committee.

The Wildwood Avenue Sculpture Committee is responsible for reviewing and approving applications for the placement of sculptures along the Wildwood avenue corridor. The Committee shall consist of the Community Development Director, one member of the City Council and one alternate City Council member, one member from the Rio Dell-Scotia Chamber of Commerce, one member from the Eagle Prairie Arts District (EPAD) and one public member residing within the City limits. The alternate City Council member shall only participate when the regular City Council member is unable to serve due to scheduling concerns or a conflict of interest. The Committee meets on call. The Committee shall submit reports on their activities through the City Manager to the Council at suitable intervals.

2.55.060 Nuisance Hearing Committee.

The Nuisance Hearing Committee is responsible to hear appeals regarding the determination of a violation and nuisance or the imposition of an administrative penalty. The Nuisance Hearing Committee shall consist of two members of the City Council and the City Manager, plus one alternate City Council member to facilitate timely hearings pursuant to this chapter and resolve any potential conflicts of interest. The alternate City Council member shall only participate in appeals where one of the other two City Council members is unable to serve due to scheduling concerns or a conflict of interest. City Council members shall be selected to serve on the Nuisance Hearing Committee at the same time that other committees are formed by the City Council. Committee members shall not participate in the hearing process in cases when the member has had a substantial personal involvement with the party requesting the hearing and that personal involvement is a conflict of interest. The Hearing Committee shall be advised by the City Attorney to ensure proper legal procedures are followed and adhered to.

~~2.55.050~~ 2.55.070 Council to appoint.

Commissions, committees, boards, agencies and task forces may be appointed by the Council as required from time to time under the administrative guidance of the City Manager and under the operational identity and regulation of law, code, ordinance and resolution. Such committees and task forces shall advise the Council of project progress and organizationally expire when projects are completed. [Ord. 213A § 2.20.006, 1992.]

~~2.55.060 Future committees.~~

~~Future support organizations may include a Zoning Board, a Community Redevelopment Agency and a Subdivision Design Review Committee. [Ord. 213A § 2.20.007, 1992.]~~

~~2.55.070~~ 2.55.080 City representation in other organizations.

The Council shall by a majority vote authorize membership in other organizations of citizens or Councilpersons or staff as the representatives of the City. Organizations include but are not limited to Humboldt Transit Authority (HTA), Humboldt County Association of Governments (HCAOG), Humboldt Waste Management Authority (HWMA), Humboldt County Convention and Visitors Bureau, League of California Cities (Redwood Empire Division) (LOCC), Local Agency Formation Commission (LAFCo), Redwood Coast Energy Authority (RCEA), Humboldt/Del Norte Hazardous Response Authority, Redwood Economic Development Agency (REDC) and Redwood Region Economic Development Commission (RREDC). The City

representative shall report events of the organization to the City Manager and Council at reasonable intervals. [Ord. 213A § 2.30.001, 1992.]

Section 2. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 3. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 4. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on February 3, 2015 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 17, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 332-2015 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 17, 2015.

Karen Dunham, City Clerk, City of Rio Dell

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



Public Notice
City of Rio Dell City Council
SUMMARY FOR POSTING AFTER ADOPTION OF ORDINANCE

(The summary shall be published or posted within 15 calendar days after the adoption of the ordinance)

Summary

On Tuesday, February 17, 2015 at 6:30 p.m., the Rio Dell City Council held a public hearing in the City Council Chamber at City Hall and approved and adopted Ordinance No. 333-2015 amending Chapter 2.55, Commissions, Committees, Boards, Agencies and Task Forces, and Section 10.05.100, Traffic Committee, the of the Rio Dell Municipal Code (RDMC);

Section 36933(a) of the California Government Code requires that the City Clerk, to post a summary of the Ordinance within 15 days of adoption with the names of those City Council members voting for or against, or otherwise voting in at least three (3) public places and to post in the office of the City Clerk a certified copy of the full text of the adopted Ordinance. Said Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 17, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

A certified copy of the full text of the Ordinance is posted in the office of the City Clerk at 675 Wildwood Avenue in Rio Dell. General questions regarding the Ordinance and the process should be directed to Kevin Caldwell, Community Development Director, (707) 764-3532 or Graham Hill, Police Chief, (707) 764-5641.

675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532



For Meeting of: February 17, 2015

To: City Council

From: Kevin Caldwell, Community Development Director 

Through: Kyle Knopp, City Manager 

Date: February 10, 2015

Subject: A Text Amendment to Section 17.30.050, Animals and Animal Shelters, of the Rio Dell Municipal Code (RDMC) to (1) reduce the minimum parcel size for the keeping of small domestic animals, (2) establish a young domestic animals substitution schedule; (3) establish animal shelter setback requirements; and (4) establish maintenance and operation standards in Residential zones (Urban Residential (UR), Suburban Residential (SR) and Residential Multifamily (RM)).

Recommendation:

That the City Council:

1. Receive staff's report regarding the proposed text amendment;
2. Open the public hearing, receive public input, close the public hearing and deliberate;
3. Adopt Ordinance No. 332-2015 amending Section 17.30.050, Animals and Animal Shelters, of the Rio Dell Municipal Code (RDMC) to (1) reduce the minimum parcel size for the keeping of small domestic animals, (2) establish a young domestic animals substitution schedule; (3) establish animal shelter setback requirements; and (4) establish maintenance and operation standards in Residential zones (Urban Residential (UR), Suburban Residential (SR) and Residential Multifamily (RM)).

4. Direct the City Clerk, within 15 days after adoption of the Ordinance, to post an adoption summary of the Ordinance with the names of those City Council members voting for or against, or otherwise voting in at least three (3) public places and to post in the office of the City Clerk a certified copy of the full text of the adopted Ordinance pursuant to Section 36933(a) of the California Government Code.

Background/Summary

At your meeting of February 3, 2015 staff introduced Ordinance No. 332-2015 amending various provisions of the barnyard Animals and Animal Shelters regulations in Section 17.30.050 of the Rio Dell Municipal Code (RDMC). The Planning Commission considered the recommended changes at their meeting of January 22, 2015. The proposed changes are summarized below:

- ♦ Reducing the minimum parcel size for small animals, including rabbits and poultry, from 10,000 square feet to 5,000 square feet;
- ♦ The maximum number of small animals, including rabbits and poultry, on parcels less than 10,000 square feet would be five (5);
- ♦ Establishment of a “Young Animal Substitution Schedule” which allows the substitution of a greater number of younger animals than adult animals;
- ♦ Establishment of Animal Shelter/Enclosure Setbacks from property lines and residences;
- ♦ Establishment of Maintenance and Operational Standards for shelters and enclosures, including odor and vector control, containment, erosion and sediment control and the killing and dressing of animals.

The issue of possibly establishing setbacks for shelters and enclosures for dogs was briefly discussed at the meeting of February 3, 2015. The recommended amendments herein apply only to “barnyard” animals as identified in Chapter 17, *Zoning and Land Use*, Section 17.30.050 of the RDMC. Chapter 6, *Animal Care and Control*, of the RDMC contains provisions regarding dogs and kennels. Chapter 6 is administered by the Police Department. As such, there are no recommended revisions to Chapter 6 as part of the recommendations herein.

Zone Reclassification Required Finding:

1. The proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected.

There are no policies in the General Plan which would preclude or prohibit the recommended provisions. Therefore, the recommended amendments are consistent and compatible with the General Plan.

2. The proposed amendments have been processed in accordance with the California Environmental Quality Act (CEQA).

The primary purpose of the California Environmental Quality Act (CEQA) is to inform the decision makers and the public of potential environmental effects of a proposed project.

Based on the nature of the project, staff has determined that the project is Statutorily Exempt pursuant to Section 15061(b) (3) of the CEQA Guidelines, Title 14, Chapter 3 of the California Code of Regulations. Pursuant to Section 15061(b) (3) of the CEQA Guidelines this exemption is covered by the general rule that CEQA applies only to projects which have the potential for causing a *significant* effect on the environment. Where it can be seen with certainty that there is no possibility that the project in question may have a significant effect on the environment, the project is not subject to CEQA. Based on the nature of the proposed amendments, staff believes there is no evidence to suggest that the amendments will have a significant effect on the environment.

Attachments:

1. Ordinance No. 332-2015 amending Section 17.30.050, Animals and Animal Shelters, of the Rio Dell Municipal Code (RDMC).
2. Post Adoption Summary.

ORDINANCE NO. 332 – 2015



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF RIO DELL AMENDING SECTION 17.30.050, ANIMALS AND ANIMAL SHELTERS, OF THE RIO DELL MUNICIPAL CODE (RDMC) TO (1) REDUCE THE MINIMUM PARCEL SIZE FOR THE KEEPING OF SMALL DOMESTIC ANIMALS, (2) ESTABLISH A YOUNG DOMESTIC ANIMALS SUBSTITUTION SCHEDULE; (3) ESTABLISH ANIMAL SHELTER SETBACK REQUIREMENTS; AND (4) ESTABLISH MAINTENANCE AND OPERATION STANDARDS IN RESIDENTIAL ZONES (URBAN RESIDENTIAL (UR), SUBURBAN RESIDENTIAL (SR) AND RESIDENTIAL MULTIFAMILY (RM)).

THE CITY COUNCIL OF THE CITY OF RIO DELL ORDAINS AS FOLLOWS:

WHEREAS staff has been contacted on a number of occasions regarding animal shelter/enclosure setbacks from property lines and residences; and

WHEREAS the inquiries are typically related to complaints; and

WHEREAS although Section 17.30.050 of the Rio Dell Municipal Code (RDMC) is entitled "Animals and Animal Shelters", there are no provisions regarding "Animal Shelters"; and

WHEREAS staff also discovered that the City does not have any provisions related to the substitution of younger animals, maintenance of animal shelters or enclosures and the killing or dressing of large or medium domestic animals; and

WHEREAS staff is therefore recommending that animal shelter/enclosure setbacks from property lines and residences, an animal substitution schedule, maintenance and killing and/or dressing provisions be established; and

WHEREAS staff presented the recommended changes to the Planning Commission at their meeting of January 22, 2015; and

WHEREAS the Planning Commission recommended the maximum number of small animals, including rabbits and poultry, on parcels less than 10,000 square feet be five (5); and

WHEREAS the Planning Commission recommended an additional note clarifying that the minimum distance for animal enclosures from dwellings does not apply to the residence on the parcel, just adjacent parcels; and

WHEREAS the Planning Commission also recommended that the killing or dressing of small domestic animals, including rabbits and poultry, shall not be visible from a public street or right-of-way; and

WHEREAS staff has incorporated the Planning Commission's recommendations into this ordinance; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Sections 65350 – 65362 of the California Government Code; and

WHEREAS the City has reviewed and processed the proposed amendment in conformance with Section 17.35.010 of the City of Rio Dell Municipal Code; and

WHEREAS the City finds that based on evidence on file and presented in the staff report that the proposed amendment is consistent and compatible with the General Plan and any implementation programs that may be affected; and

WHEREAS the proposed amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act (CEQA); and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Rio Dell does hereby ordain as follows:

Section 1.

17.30.050 Animals and Animal Shelters.

Barnyard animals may be kept as accessory to any residential use, according to the following schedule:

(1) One large domestic bovine and equine animal may be kept on any parcel of not less than one acre. One additional animal may be kept for each one-half acre of area by which such parcel exceeds one acre.

(2) Four medium-sized domestic animals, including sheep and goats, may be kept on any parcel of not less than one acre. One additional animal may be kept for each 10,000 square feet of area by which such parcel exceeds one acre.

(3) Small animals, including rabbits and poultry, may be kept on any parcel of not less than ~~15,000~~ 5,000 square feet, and not more than ~~10~~ 5 such animals may be kept on such parcel. On parcels 10,000 square feet or larger, 10 such animals are allowed. One additional animal may be kept for each 500 square feet of area by which such parcel exceeds 10,000 square feet. [Ord. 252 § 6.04, 2004.]

Section 17.30.050(4)

Animal Enclosure Setback Table. In addition to conforming with all applicable yard requirements, enclosures for animals in residential zones (Urban Residential (UR), Suburban Residential (SR) and Residential Multifamily (RM)) shall have the minimum setbacks specified in the Animal Enclosure Table.

<u>Animal Enclosure Setback Table</u>			
<u>Animal Enclosure Location</u>	<u>Large Domestic Animals</u>	<u>Medium Domestic Animals</u>	<u>Small Domestic Animals</u>
<u>Distance from Dwelling</u>	<u>40 feet</u>	<u>30 feet</u>	<u>25 feet</u>
<u>Distance from Front Lot Line</u>	<u>50 feet</u>	<u>50 feet</u>	<u>50 feet</u>
<u>Distance from Side Lot Line</u>	<u>20 feet</u>	<u>15 feet</u>	<u>10 feet</u>
<u>Distance from Rear Lot Line</u>	<u>20 feet</u>	<u>15 feet</u>	<u>10 feet</u>

Notes:

(a) Animal enclosures includes shelters, pens, coops, runs, hutches, stables, corrals, barns used for the keeping of poultry or animals.

(b) No crowing rooster may be maintained in any residential zone (Urban Residential (UR), Suburban Residential (SR) and Residential Multifamily (RM)).

(c) The minimum distance from dwellings does not apply to the residence on the parcel, only adjacent parcels.

Section 17.30.050(5)

Young Domestic Animals Substitution Schedule. The maximum animal densities permitted under subsections 17.30.050 (1) (2) and (3) may be modified by substituting young animals according to the following schedule.

<u>Young Animal Substitution Schedule</u>	
<u>Animal Type</u>	<u>Permitted Substitution</u>
<u>Large Domestic Animals, bovine and equine</u>	<u>For each one (1) adult animal, three (3) young animals less than six (6) months old may be substituted.</u>
<u>Medium Domestic Animals, including sheep and goats</u>	<u>For each one (1) adult animal, three (3) young animals less than six (6) months old may be substituted.</u>
<u>Small Domestic Animals, including rabbits and poultry</u>	<u>For each one (1) adult animal, three (3) young animals less than three (3) months old may be substituted.</u>

Section 17.30.050(6)

Maintenance and Operational Standards. All animal keeping shall comply with all of the following maintenance and operational standards.

(a) Odor and Vector Control. All animal enclosures, including but not limited to shelters, pens, coops, runs, hutches, stables, corrals, barns, cages and feed areas shall be maintained free from litter, garbage and the accumulation of manure, so as to discourage the proliferation of flies, other disease vectors and offensive odors. Manure shall also not be allowed to accumulate within setback areas. Each site shall be maintained in a neat and sanitary manner.

(b) Containment. All animals shall be effectively contained on the site and shall not be allowed to run free on any parcel in a separate ownership or in a public right-of-way.

(c) Erosion and Sediment Control. In no case shall any animal keeping operation be managed and maintained so as to produce sedimentation on any public road, adjoining property, or in any drainage channel or other waterway. In the event sedimentation occurs, the keeping of animals outdoors on the site shall be deemed a nuisance and may be subject to abatement.

(d) Killing and Dressing of Large or Medium Domestic Animals. The killing or dressing of large or medium domestic animals is prohibited in residential zones (Urban Residential (UR), Suburban Residential (SR) and Residential Multifamily (RM)).

(e) Killing and Dressing of Small Domestic Animals. The killing or dressing of small domestic animals, including rabbits and poultry, shall not be visible from a public street or right-of-way.

Section 2. Severability

If any provision of the ordinance is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect.

Section 3. Limitation of Actions

Any action to challenge the validity or legality of any provision of this ordinance on any grounds shall be brought by court action commenced within ninety (90) days of the date of adoption of this ordinance.

Section 4. Effective Date

This ordinance becomes effective thirty (30) days after the date of its approval and adoption.

I HEREBY CERTIFY that the forgoing Ordinance was duly introduced at a regular meeting of the City Council of the City of Rio Dell on February 3, 2015 and furthermore the forgoing Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 17, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Frank Wilson, Mayor

ATTEST:

I, Karen Dunham, City Clerk for the City of Rio Dell, State of California, hereby certify the above and foregoing to be a full, true and correct copy of Ordinance No. 332-2015 which was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 17, 2015.

Karen Dunham, City Clerk, City of Rio Dell

**675 Wildwood Avenue
Rio Dell, CA 95562
(707) 764-3532**



**Public Notice
City of Rio Dell City Council
SUMMARY FOR POSTING AFTER ADOPTION OF ORDINANCE**

(The summary shall be published or posted within 15 calendar days after the adoption of the ordinance)

Summary

On **Tuesday, February 17, 2015 at 6:30 p.m.**, the Rio Dell City Council held a public hearing in the City Council Chamber at City Hall and approved and adopted Ordinance No. 332-2015 amending Section 17.30.050, Animals and Animal Shelters, of the Rio Dell Municipal Code (RDMC) to (1) reduce the minimum parcel size for the keeping of small domestic animals, (2) establish a young domestic animals substitution schedule; (3) establish animal shelter setback requirements; and (4) establish maintenance and operation standards in Residential zones (Urban Residential (UR), Suburban Residential (SR) and Residential Multifamily (RM)).

Section 36933(a) of the California Government Code requires that the City Clerk, to post a summary of the Ordinance within 15 days of adoption with the names of those City Council members voting for or against, or otherwise voting in at least three (3) public places and to post in the office of the City Clerk a certified copy of the full text of the adopted Ordinance. Said Ordinance was passed, approved and adopted at a regular meeting of the City Council of the City of Rio Dell, held on the February 17, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

A certified copy of the full text of the Ordinance is posted in the office of the City Clerk at 675 Wildwood Avenue in Rio Dell. General questions regarding the Ordinance and the process should be directed to Kevin Caldwell, Community Development Director, (707) 764-3532 or Graham Hill, Police Chief, (707) 764-5641.

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0003489	1/16/2015	[0576] 101 AUTO PARTS	BATTERY FOR 2008 FORD TRUCK F250 BLOWER MOTOR FOR 2003 JEEP LIBERTY BULB FOR CITY HALL ON BEHALF OF LFAs PER AGREEMENT OF JUNE 1, 20	283.27
0003490	1/16/2015	[4109] ACCESS HUMBOLDT		270.00
0003523	1/30/2015	[5235] ADVANTAGE FINANCIAL SERVICES	DOCSTAR 3.12 SOFTWARE PACKAGE DOCSTAR USER LICENSES & SYSTEM SOFTWARE CYLINDER RENTAL	341.35
0003491	1/16/2015	[5443] AIRGAS USA, LLC	HYDROFLOC 750L 55 GAL DRUM	20.84
0003524	1/30/2015	[2224] AQUA BEN CORPORATION	PHONE EXPENSES FOR DECEMBER 2014	803.03
0003492	1/16/2015	[3975] AT&T - 5709	AMAZON - CALCULATOR RIBBONS	478.78
0003509	1/23/2015	[2237] BANK OF AMERICA BUSINESS CARD	DELL ONLINE - DELL BLACK TONER CARTRIDGE RENNER PETROLEUM - FUEL FOR WWTP GENERATORS RENNER PETROLEUM - FUEL FOR WWTP GENERATORS	442.05
0003507	1/21/2015	[5769] BLUE SHIELD	HEALTH INSURANCE FOR FEBRUARY 2015	17,976.61
0003510	1/23/2015	[4937] CALIFORNIA DEPARTMENT OF TRANSPORTATION	SIGNALS & LIGHTING FOR OCTOBER 2014 THROUGH D	350.35
0003493	1/16/2015	[2273] CALIFORNIA RURAL WATER ASSOCIATION	MEMBERSHIP DUES FOR FEB 2015 - FEB 2016	658.00
0003465	1/08/2015	[2261] CALIFORNIA STATE DISB UNIT	GARNISHMENT CASE #200000001183524 FOR PPE 12/	81.69
0003511	1/23/2015	[2261] CALIFORNIA STATE DISB UNIT	GARNISHMENT CASE #200000001183524 FOR PPE 1/9	81.69
0003466	1/08/2015	[2285] CC MARKET (1)	ONE BOTTLE BLEACH	17.23
0003525	1/30/2015	[2285] CC MARKET (1)	SIX BOTTLES BLEACH	
0003494	1/16/2015	[2283] CITY OF FORTUNA	BIRTHDAY CAKE FOR THE MONTH OF JANUARY 2015	30.00
0003508	1/23/2015	[2293] CITY OF FORTUNA	LAB TESTING SERVICES FOR OCTOBER THROUGH DECE	3,587.00
0003467	1/08/2015	[2303] COAST CENTRAL CREDIT UNION	POLICE DISPATCH SERVICES FOR JANUARY 2015	
0003512	1/23/2015	[2303] COAST CENTRAL CREDIT UNION	INSPECTION SERVICES FOR 7/15/14 THROUGH 12/30	5,221.11
0003526	1/30/2015	[2283] COASTAL BUSINESS SYSTEMS	POA DUES FOR PPE 12/26/14 POA DUES FOR PPE 1/9/15	120.00 120.00
0003527	1/30/2015	[2411] DEARBORN NATIONAL LIFE INSURANCE COMPANY	DOCSTAR MAINTENANCE AGREEMENT FROM 1/25/15 TO LIFE INSURANCE FOR FEBRUARY 2015	1,495.00
0003495	1/16/2015	[5127] DELTA DENTAL	DENTAL INSURANCE FOR FEBRUARY 2015	248.00
0003513	1/23/2015	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS FOR DECEMBER 2014	2,254.66 70.00
0003528	1/30/2015	[4382] DOCUSTATION	MONTHLY MAINTENANCE & COPY CHARGES FOR JANUAR	256.47

General Checking - US Bank of California

Check / Payment

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0003472	1/08/2015	[4908] MITCHELL BRISSO DELANEY & VRIEZE	PROFESSIONAL SERVICES FOR DECEMBER 2014	384.00
			PROFESSIONAL SERVICES FOR DECEMBER 2014	
			PROFESSIONAL SERVICES FOR DECEMBER 2014	
			PROFESSIONAL SERVICES FOR DECEMBER 2014	
			PROFESSIONAL SERVICES FOR DECEMBER 2014	
0003535	1/30/2015	[2570] NILSEN COMPANY	SCRAPER BARN 6 X 24	48.36
0003473	1/08/2015	[2410] NORTH COAST CLEANING SERVICES, INC.	MONTHLY CLEANING SERVICE FOR DECEMBER 2014	471.00
0003474	1/08/2015	[2569] NORTH COAST LABORATORIES, INC.	DRINKING WATER LAB TESTING - HEXAVALENT CHROM	125.00
0003516	1/23/2015	[2569] NORTH COAST LABORATORIES, INC.	AMMONIA NITROGEN W/O DISTILLATION; NITRATE/NI	140.00
0003536	1/30/2015	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY	50.00
0003475	1/08/2015	[4393] NYLEX.NET	MONTHLY MAINTENANCE FOR JANUARY 15, 2015	900.00
0003476	1/08/2015	[5730] O & M INDUSTRIES	THRO	139.00
			MATERIAL & LABOR TO TEST AND INSTALL NEW	
0003500	1/16/2015	[2603] PG&E	RELA	13,909.70
0003477	1/08/2015	[2616] PIERSON BUILDING CENTER	UTILITY EXPENSES FOR DECEMBER 2014	97.18
0003478	1/08/2015	[4338] QUILL CORPORATION	SAND BAGS	261.65
			THREE 5" EASYOPEN CLEARVUE BINDERS	
			ONE BOX LARGE MANILA SUPERTAB FILE FOLDERS	
			SAMSUNG BLACK TONER CARTRIDGE	
			THREE CALCULATOR RIBBONS; TWO BOXES LEGAL	
			FIL	
0003501	1/16/2015	[4338] QUILL CORPORATION	LOGITECH WIRELESS KEYBOARD	107.49
0003502	1/16/2015	[5222] R.J. RICCIARDI, INC	FOR PROFESSIONAL SERVICES IN CONNECTION	360.00
			WITH	
0003517	1/23/2015	[3029] REDWOOD COFFEE SERVICE	COFFEE	63.00
0003479	1/08/2015	[2657] RIO DELL EMPLOYEES ASSOC	DUES FOR QUARTER ENDING 12/31/14	84.00
0003480	1/08/2015	[2659] RIO DELL PETTY CASH	DISH SOAP & CLEANER; POSTAGE; ENVELOPES	30.81
			FOR D	
0003481	1/08/2015	[2663] ROBERTS WATER TECHNOLOGIES, INC	WATER PLANT OPTIMIZATION & CONTROL	4,500.00
			CHANGES (W	
0003537	1/30/2015	[5772] SACRAMENTO VALLEY ASSOCIATION OF	PERMIT TECHNICIAN TRAINING COURSE FOR CITY	350.00
			PL	
			PERMIT TECHNICIAN TRAINING COURSE FOR CITY	
			CL	
0003482	1/08/2015	[2742] SCOTIA TRUE VALUE HARDWARE	YARD STICK	56.68
			TWO BIKE HOOKS; 12/10 AWG BUTT CONNECTOR	
			FOUR SAWZALL BLADES	
			120PSI TIRE GAUGE	
			TWO GE 20W 24" PLANT BULBS FOR EXIT LIGHTS	
0003518	1/23/2015	[2742] SCOTIA TRUE VALUE HARDWARE	1.25" BRASS PWR NOZZLE; GT3/4X3/4 FEMALE	63.48
			CONN	
			1-1/2 BLACK PIPE CAP; 1-1/2 FPT BRASS BALL VA	

CITY OF RIO DELL CHECK REGISTER

General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0003538	1/30/2015	[2742] SCOTIA TRUE VALUE HARDWARE	THREE 50# CONCRETE MIX; FIVE 80# CONCRETE MIX	67.72
0003519	1/23/2015	[2694] SHELL OIL CO.	TWO 4PK 2 OZ GIANT DESTROYER PD FUEL EXPENSES FOR DECEMBER 2014 PW FUEL EXPENSES FOR DECEMBER 2014 PD FUEL EXPENSES FOR JANUARY 2015 PW FUEL EXPENSES FOR JANUARY 2015 STORAGE SERVICES FOR DECEMBER 2014 JANUARY 1, 2014 - MARCH 31, 2014 QUARTERLY P	2,122.74
0003483	1/08/2015	[4525] SHERLOCK RECORDS MGMT	THREE YELLOW 1" D-RING BINDERS	85.60
0003539	1/30/2015	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	PAGING SERVICES FOR JANUARY 2015	19,539.00
0003540	1/30/2015	[2709] STAPLES DEPT. 00-04079109	SAFE DRINKING WATER STATE REVOLVING FUND PRIN	29.57
0003484	1/08/2015	[2710] STAPAGE	INTERNET SERVICE FROM 1/10/15 TO 2/09/15	12.95
0003485	1/08/2015	[2724] STATE WATER RESOURCES CONTROL BOARD	MONTHLY BROADBAND SERVICES FOR FEBRUARY 2015	68,000.00
0003503	1/16/2015	[2319] SUDDENLINK COMMUNICATIONS	BALANCE OF ANNUAL PERMIT FEE FOR NPDES FROM 7	473.00
0003541	1/30/2015	[2319] SUDDENLINK COMMUNICATIONS	WWTP OPERATOR GRADE II EXAMINATION APPLICATION	180.00
0003506	1/16/2015	[2714] SWRCB ACCOUNTING OFFICE	SIX PALLETS WHITE COARSE SALT	1,734.62
0003486	1/08/2015	[2719] SWRCB OFFICE OF OPERATOR CERT	POSTAGE FOR JANUARY 2015 FOR UTILITY BILLING	367.17
0003542	1/30/2015	[4818] THREE G's HAY & GRAIN	RETIREMENT FOR PPE 12/26/14	5,392.82
0003522	1/29/2015	[2757] US POSTMASTER	RETIREMENT FOR PPE 1/09/15	5,436.32
0003487	1/08/2015	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	VISION INSURANCE FOR FEBRUARY 2015	291.36
0003520	1/23/2015	[2481] VANTAGEPOINT TRANSFER AGENTS-304361	12.24 TONS CRUSHED ROCK DELIVERED TO NORTH PA	244.80
0003543	1/30/2015	[5166] VSP-VISION SERVICE PLAN	DEMOLITION & DISPOSAL OF HOUSE & CONTENTS, DE	6,936.00
0003521	1/23/2015	[2772] WENDT CONSTRUCTION, INC	MILEAGE & PER DIEM FOR SCORE BOD QUARTERLY ME	237.96
0003544	1/30/2015	[2772] WENDT CONSTRUCTION, INC	1 1/4 X1 BRASS BELL REDUCER	17.86
0003504	1/16/2015	[5569] BROOKE D E WOODCOX		
0003488	1/08/2015	[2787] WYCKOFF'S		
Total Checks/Deposits				179,500.92